



**Requirements and Recommendations For Filing Electronic Court Documents in the
Federal Court of Appeal**
(June 15, 2020)

The Federal Court of Appeal can currently accommodate the filing of electronic documents via email at FCARegistry-CAFGreffe@cas-satj.gc.ca.

The following are mandatory requirements to be respected as well as recommendations that parties are strongly encouraged to follow. Please note that the recommendations set out with respect to the formatting of electronic documents allow the members of the Court to consult and navigate the documents filed with greater ease. Those recommendations become all the more important where the documents filed are lengthy and complex.

The Court is cognizant that some non-represented litigants may have difficulty abiding by all of the requirements and recommendations below. They are encouraged to respect them to the extent possible when filing electronic documents. The filing of paper copies continues to be an available option.

Mandatory requirements applicable to the format of documents filed electronically with the Federal Court of Appeal:

- When sending an email enclosing an electronic document, please ensure that the subject line of your email includes the following:
 - Court file number (if one has already been assigned); and
 - Style of cause (ie. the name of the parties)In the body of the email, please ensure that you also include:
 - The Registry Office Location in which you would have filed the paper version of the document was if not for the current public health restrictions. Please consult the list of [Registry Office Locations](#); and
 - Type of document being filed
- Documents containing confidential information must not be filed electronically by email. If you need to file electronic documents containing confidential information, please contact the Registry via email at Information@fca-caf.gc.ca or [phone](#) so that alternate arrangements may be discussed.
- Electronic documents must comply with Rules 65 to 70 of the *Federal Courts Rules*.

- Each and every document filed electronically must be in Portable Document Format (PDF) with Optical Character Recognition (OCR) applied to the entire document (including photos, charts, etc.). If possible, a document should be prepared in or electronically converted to PDF format rather than being digitized (“scanned”).
- The pages in every electronic document must be numbered consecutively. Large electronic files should be broken into multiple smaller files. Consecutive numbering should be used from one file to another.
- All documents that are required to be signed must contain either an original scanned signature or an electronic signature.
- All affidavits and statutory declarations filed electronically shall be signed and executed according to the Rules applicable in the jurisdiction where they are being filed. For additional information about the remote commissioning of affidavits, please see the [Notice to the Parties and the Profession dated May 12, 2020](#).
- All electronic files are to be named using a short and accurate name that describes the nature of the document. If files are submitted on electronic media, they must be arranged logically in a manner that will facilitate their access.

Mandatory technical requirements applicable to electronic documents filed with the Federal Court of Appeal:

- An electronic document not exceeding 25 megabytes (MB) can be attached to and filed by email at FCARegistry-CAFGreffe@cas-satj.gc.ca. A party who wishes to file an electronic document exceeding 25 MB must request a link to access a designated internet-based storage platform. The request can be submitted to the Registry by email at FCARegistry-CAFGreffe@cas-satj.gc.ca. Please ensure that your request includes the court file number, the style of cause (name of the case) and the type of document sought to be filed.
- If the only available means of creating an electronic version of a document is to scan it, the resolution must be set to 300 dpi and must not be set to grayscale.
- Any security settings in a document must be deactivated.
- Any hidden text, such as markings or annotations (including track changes), must be removed from documents before converting them to PDF.

- Each and every document filed electronically must be scanned for viruses and malware before being submitted.
- If possible, ensure that the “commenting” functionality for the PDF document is enabled.

Recommendations for the formatting of electronic documents:

- Electronic bookmarks are recommended for documents filed electronically. This is particularly important for large documents or documents that, if filed in paper form, would contain tabs or dividers. If added, the bookmarks must correspond to the items in the table of contents in each volume.
- It is recommended that any written submissions or factums filed by the parties include hyperlinks to all authorities that are publicly available in an electronic format. Hyperlinks must point directly to the relevant legislative provisions in both official languages, where available.
- Hyperlinks to websites or to other parts/sections/pages of the same document are encouraged. However, hyperlinks between documents are not permitted, because such links will not function once the document is uploaded into the Court’s electronic document management system.

Questions about the filing of electronic documents should be sent to the Registry at Information@fca-caf.gc.ca. It is also possible to communicate with the Registry by [phone](#).