

NOVA SCOTIA COURT OF APPEAL

APPEAL BOOK PREPARATION CHECK LIST

- ☐ Grey Cover
- ☐ Plastic Coil binding
- ☐ Proper heading on each volume including Volume # and page numbers in that volume
- ☐ Complete index in each volume
- ☐ Each PART tabbed (use tabs to make finding material easier rather than harder)
- ☐ Each page printed on BOTH sides - letter size paper
- ☐ Page numbering in the upper right corner of odd numbered pages and with page numbering in the upper left corner of even numbered pages
- ☐ Certified court reporter has signed the certificate
- ☐ Documentary exhibits numbered and tabbed in the same manner as at the trial (if not possible, a table of concurrence is required)
- ☐ Electronic copy of Appeal Book being sent with hard copy to the court