

## **Notice of Appeal**

### **Instructions to the Appellant**

To appeal a Judgment granted by Provincial Court, Civil, follow these steps:

**Within 30 days** after Judgment is given in Provincial Court:

1. Fill out the Notice of Appeal form and file it at the Provincial Court office where the Judgment was entered.
2. Order the transcript(s) of evidence from the Transcript Management Office. You will receive a receipt for payment of the transcript(s). See number 5 below for the number of copies required.
3. Serve the Notice of Appeal on the Respondent. The Notice must be served personally, by recorded mail or as directed by the Court of Queen's Bench.

**Within 37 days** after Judgment is given in Provincial Court:

4. At the Court of Queen's Bench Civil Document filing area, file a copy of the Notice of Appeal, a copy of the transcript order / invoice showing receipt of payment and the Affidavit of Service proving that the Notice of Appeal has been served on all Respondents.

**Within 3 months** of the date that the Notice of Appeal is filed in the Court of Queen's Bench:

5. At the Court of Queen's Bench Civil Document filing area, file the original transcript of evidence and serve copies on the Respondent (s) and any other person(s) that the Court of Queen's Bench directs. File the Affidavit(s) of Service proving that the transcript has been served on all Respondent(s) and any other person(s) as directed.

**Once the transcript has been filed, the Clerk's office will send out notice of the hearing date which will be set on the next available date.**

**Remember to keep the Queen's Bench Clerk's office informed of any change of address for you or the Respondent as absence of such information may delay the hearing.**

**If the Appellant does not file the Transcript within 3 months, the Appeal will be dismissed.**

COURT FILE NO. \_\_\_\_\_

COURT **Court of Queen's Bench of Alberta**

JUDICIAL CENTRE \_\_\_\_\_

APPELLANT(S) \_\_\_\_\_

RESPONDENT(S) \_\_\_\_\_

Clerk's Stamp

DOCUMENT **Notice of Appeal**

ADDRESS FOR  
SERVICE AND  
CONTACT  
INFORMATION OF  
PARTY FILING THIS  
DOCUMENT

\_\_\_\_\_

The Appellant appeals to the Court of Queen's Bench of Alberta, the decision of Provincial Court Judge

\_\_\_\_\_ sitting at \_\_\_\_\_,  
Name of Judge City / Town

who on \_\_\_\_\_,  
Date of Judgment

Set out the Judgment of the Provincial Court

**Reasons for Appeal:**

**The Respondent's address**

City	Province	Postal Code	Res. Phone	Bus. Phone

Dated on \_\_\_\_\_,  
at \_\_\_\_\_, Alberta. \_\_\_\_\_ Signature of Appellant / Solicitor \_\_\_\_\_ Print Name

# Affidavit of Service

Print Name and Address I, \_\_\_\_\_  
of \_\_\_\_\_  
make oath and say / solemnly affirm and declare that I served \_\_\_\_\_

Cross off and initial all non-applicable sections

with a true copy of the Notice of Appeal by:

Personal Service on an individual

a) delivering the copies on \_\_\_\_\_ date \_\_\_\_\_ personally to the Respondent at \_\_\_\_\_

write out the full address

Service by Recorded mail on an individual

b) mailing the copies to the Respondent at \_\_\_\_\_ date \_\_\_\_\_ write out the full address

Attached and marked Exhibit "A" is the receipt from the post office or courier company and attached and marked Exhibit "B" is the acknowledgement of receipt from the Respondent

dated \_\_\_\_\_ date from acknowledgement of receipt .

Personal service at the most usual residence of individual

c) leaving the copies on \_\_\_\_\_ date \_\_\_\_\_

at \_\_\_\_\_ write out the full address

Respondent's most usual place of residence, with \_\_\_\_\_ a resident, thereof, who was apparently 16 years of age or older.

Personal service at Registered office of Corporation only

d) leaving the copies on \_\_\_\_\_ date \_\_\_\_\_ at the registered office of the above named corporation at \_\_\_\_\_

write out the full address

Service by Recorded mail at Registered office of Corporation only

e) mailing the copies on \_\_\_\_\_ date from postal receipt \_\_\_\_\_ by recorded mail to the registered office of the above named corporation at \_\_\_\_\_

write out the full address

Attached and marked Exhibit "A" is the receipt from the post office or courier company.

Personal service on President, Head Officer, Director, Manager, Agent or Officer of the Corporation

f) leaving the copies on \_\_\_\_\_ date \_\_\_\_\_ with \_\_\_\_\_ a / an \_\_\_\_\_ of the above named corporation

at \_\_\_\_\_ write out the full address

Service on a Partnership

g) leaving the copies on \_\_\_\_\_ date \_\_\_\_\_ with \_\_\_\_\_ a partner of the above named partnership

at \_\_\_\_\_ write out the full address

As directed by the Court (Stipulate date and method)

h) \_\_\_\_\_

Sworn / Affirmed before me

on \_\_\_\_\_

at \_\_\_\_\_, Alberta.

\_\_\_\_\_

Signature

Commissioner for Oaths for Alberta

Print Name and Expiry