



For email filing procedures please refer to the Court of Queen's Bench of Alberta website link at:

<https://www.albertacourts.ca/qb/resources/announcements/new-email-filing-procedure>

Submissions must be prepared in accordance with the filing announcements as noted above, and when submitted, must be accompanied by this completed and signed Checklist. This document can be signed electronically. Any updates to the filing procedures will be posted on the site noted above.

Failure to complete and submit the Checklist, along with documents for filing, may result in the submission being rejected.

**Naming Convention:**

- Naming conventions for emails must be followed as outlined in the [announcement](#).

Examples:

**MASTERS CHAMBERS – FILE NUMBER (style of cause if originating) - LOCATION**

**Document Format:**

- All documents are attached to the email separately (not as one attachment)
- Documents and files must not be password protected
- Documents must be regular PDF documents, not PDF/A
- Each PDF file must not exceed 100MB
- Documents must be OCR searchable (Optical Character Recognition)
- Where a document has attachments (for example, an affidavit with exhibits or a brief with attached authorities), the PDF file should be bookmarked. Bookmarks should include a short description for each bookmark (e.g. Exhibit 1 – Purchase Agreement).

**Email Filing Invoice:**

- Your email must include the updated filing request form. It can be found at:
- <https://cfr.forms.gov.ab.ca/Form/CTS1717.pdf>

**Document Submission:**

- Documents must only be submitted once.
- Materials for chambers hearings must be submitted 2 business days prior to the hearing date.
- Sending documents in multiple times (or through multiple methods) will result in duplications of documents and duplication of fees. Refunds will not be issued for documents submitted multiple times.

I certify that the documents I am submitting are being filed as per the above outlined requirements.

\_\_\_\_\_  
Signature of person submitting documents