



May 20, 2010

NEW NOTICE TO COUNSEL AND LITIGANTS

With a view to promoting the filing of factums in computer format, I invite you to take cognizance of the administrative notice that follows, which replaces that of December 18, 2009:

(Translation)

"For the purpose of filing documents in appeal, the stenographer shall furnish his or her client, or a joint record company that so requests, with an electronic version of any transcript that has been prepared. Depending on the request that has been made, the transcript shall be furnished in 8 ½ x 11 format, or in a condensed format of four pages in one. In all cases, judgments and sentences that have been rendered orally must be supplied in 8 ½ x 11 format and not in a condensed format of four pages in one.

The electronic file shall be in PDF format (Acrobat) and must have been created from the software used by the stenographer, and not scanned from the paper version of the document. The text and the format of the digitalized document shall be the same as the paper version of the document and the typeface used in the file shall be embedded fonts. The PDF document must provide for key-word search and the selection of text for copying in the clipboard; moreover, there shall be no restrictions on the printing or opening of the document. It is recommended that the PDF document be digitally signed to attest to its authenticity. The stenographer shall retain a copy of the file in his or her records.

It is also recommended that Maxin software be used for the condensed format of four pages in one."

**J.J. MICHEL ROBERT
CHIEF JUSTICE OF QUEBEC**