



[Home](#) > [Practice Directions](#) > Practice Direction # 5

## Practice Directions

### Practice Direction # 5

April 2, 2012

#### CASEBOOKS

1. Casebooks of authorities must be filed when three or more cases will be relied upon.
2. Casebooks of authorities must include only the cases upon which counsel intend to rely in argument. The passages to be relied upon are to be highlighted by underlining or sidelining in all copies.
3. All possible efforts should be made to ensure that the authorities provided to the Tribunal by one party do not duplicate authorities provided by the other party or parties.

Counsel are encouraged to exchange casebook indexes to avoid duplication.

4. Casebooks must have a cover page indicating by whom they are filed. A joint casebook must have a cover page indicating that it is a joint casebook. When filing one or two cases, there must be a cover page indicating by whom they are filed.
5. Casebooks must:
  - (a) be legibly reproduced on 8 ½ x 11 paper with one page of authority upright on each page;
  - (b) have a tab for each case (either numerical or by letters);
  - (c) include an index;
  - (d) include page numbers of each authority, unless the page numbers are otherwise clearly shown.
6. Casebooks for hearings should be filed not later than the Friday of the week preceding the hearing, or as directed by Tribunal.
7. Casebooks for applications should be filed not later than 24 hours prior to the commencement of the hearing, or as directed by Tribunal.
8. Counsel may, in their discretion, limit the photocopying of an unduly long case to the specific passage or passages upon which they rely, which are to be highlighted, together with the headnote.

Justice Harry Slade  
Chairperson

Date Modified:2012-05-08