

## INSTRUCTIONS FOR COMPLETING CRIMINAL FORMS

Please follow the instructions below for completing the criminal forms.

**FIRST STEP:** Select « *Enable this content* ».

### FIELDS

The following are the only fields that can be edited in the forms:

Is an ordinary checkbox. Click on it to add or delete an x.

Is a text field.

The Joint Pre-Hearing Conference Form (CR/2019-02) also contains automatic features in order to remove the content that does not apply to the case in question.

**N/A** Is a checkbox that toggles the text between “visible” and “hidden”. Click on it to hide the unnecessary sections of the form during printing.

In order to ensure that this automatic feature works properly, select **File > Options > View** and make sure the box marked “Hidden text” is not selected.

### NAVIGATING THE FORMS

In order to navigate the forms easily, open the navigation plane by selecting **View > Navigation Pane**. All the sections of the forms appear in the navigation pane. Click on the titles to be taken to the corresponding section in the document. For further explanations, [click here](#).

### JURISPRUDENCE AND LEGISLATION

In many sections of the forms, the relevant jurisprudence of the Supreme Court and the Court of Appeal is referenced in the grey areas. Click on the hyperlink in the reference in order to access the decision online.

The legislative sections mentioned in the forms are also accessible online through hyperlinks. Click on the hyperlink in order to access the text of the section on CanLII or LégisQuébec.

### SECTIONS RESERVED FOR THE DEFENCE

The sections in purple and the yellow checkboxes are reserved for the Defence. Only the Defence may respond to those questions and check those boxes.

### SECTIONS RESERVED FOR JUDGES

The forms contain sections in red for the comments of the judge. It is strictly prohibited for the parties to add comments in those sections. The comments of the judge remain confidential, unless he or she chooses to share them with the parties.

### SAVING THE FORMS

To save the forms and retain their automatic features, click on « Save As » and choose Word 97-2003 Document (\*.doc).