

## BRIEF REQUIREMENTS CHECKLIST

Paper size/type: ☐ Letter (8½" x 11") ☐ Legal (8½" x 14")  
☐ Other (A4, etc.) \_\_\_\_\_

Print: ☐ Single-sided ☐ Double-sided

Pleading paper format required? ☐ No ☐ Yes # lines: \_\_\_\_\_

Typeface requirements: ☐ Proportional ☐ Non-proportional

Type size: \_\_\_\_\_ points or \_\_\_\_\_ characters/inch

Font family (e.g., Times New Roman, Courier, etc.): \_\_\_\_\_

Line spacing ☐ Single ☐ Double Other: \_\_\_\_\_

Margins: Top: \_\_\_\_\_ Bottom: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

Binding required? ☐ Yes Comb/spiral/other ☐ No

Cover color: \_\_\_\_\_

### Cover/Front Page must list:

☐ Name of Court

☐ Case Style/Number

☐ Appeal Information (appealed from, etc.)

☐ Title

☐ Filed by (attorney name(s) and contact info, ID no., etc.)

☐ Other: \_\_\_\_\_

### Special sections required:

☐ Certificate of Interested Persons/Corporate Disclosure Statement

☐ Table of Contents ☐ with ☐ w/o reference page numbers  
☐ page numbering ☐ start on new page  
☐ include in page/word count

☐ Table of Authorities ☐ with ☐ without reference page numbers  
☐ page numbering ☐ start on new page  
☐ include in page/word count

☐ Points & Authorities ☐ with ☐ without reference page numbers  
☐ page numbering ☐ start on new page  
☐ include in page/word count

- |  |   |
|--|---|
| <input type="checkbox"/> Record Citations                  | <input type="checkbox"/> with <input type="checkbox"/> without reference page numbers |
|  | <input type="checkbox"/> page numbering <input type="checkbox"/> start on new page    |
|  | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Appendix                          | <input type="checkbox"/> with <input type="checkbox"/> without reference page numbers |
|  | <input type="checkbox"/> page numbering <input type="checkbox"/> start on new page    |
|  | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Certificate of Service            | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Certificate of Compliance         | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Statement of Jurisdiction         | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Statement Regarding Oral Argument | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Statement of the Issues           | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Statement of the Case             | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Argument                          | <input type="checkbox"/> include in page/word count                                   |
| <input type="checkbox"/> Conclusion                        | <input type="checkbox"/> include in page/word count                                   |

Brief length limit: ☐ \_\_\_\_\_ Pages ☐ \_\_\_\_\_ Words

☐ Other: \_\_\_\_\_

☐ E-File? URL: https://\_\_\_\_\_

Login/password: \_\_\_\_\_ / \_\_\_\_\_

☐ Paper copies to court (☐ Original + \_\_\_\_\_ copies:)

☐ Courtesy copy(ies) to ☐ Chambers ☐ Other: \_\_\_\_\_

via ☐ U.S. Mail ☐ Other: \_\_\_\_\_

Deadlines for mailing/delivering: ☐ Same day ☐ Next day

☐ Other requirements: \_\_\_\_\_

To be transmitted with brief: ☐ Proof of e-filing ☐ Other: \_\_\_\_\_

Method(s) of service to other parties:

☐ Mail ☐ Email ☐ Via Court's Electronic System