BRIEFING REQUIREMENTS

The rules provide a preference that all briefs be prepared by computer software. Such briefs should meet the following criteria:

1. Paper of size 8 ½ x 11. Rule 84.06(a)(1).
2. Typed on one side of paper. Rule 81.21(b)(1).
3. Left, right, top & bottom margins at least one-inch. Rule 84.06(a)(2).
4. Page numbers in bottom margin, but no other text in margins. Rule 84.06(a)(2).
5. All pages consecutively numbered after cover page. Rule 84.06(a)(3).
6. Font, *including footnotes*, should not be smaller than 13-point Times New Roman on Microsoft Word. This checklist is printed in 13-point Times New Roman. Rule 84.06(a)(4).
7. A brief shall be filed in text searchable PDF, except those ineligible for electronic filing. Rule 84.06(a).
8. Have line spacing not less than 1.5, except the following may be single spaced: the cover, headings, quotations more than two lines long; footnotes; certificate of service, certificate under Rule 84.06(c) & signature block. Rule 84.06(a)(5).
9. Appellant's initial brief (and all briefs in a cross appeal except the reply brief) shall not exceed 15,500 words or 1,100 lines of text if the brief uses a monospaced face (approx. 50 pages). Local Rule 360(a)(1).
10. Respondent's brief shall not exceed 13,950 words or 990 lines of text if the brief uses a monospaced face (approx. 45 pages). Local Rule 360(a)(1).
11. Reply brief shall not exceed 3,875 words or 275 lines of text if the brief uses a monospaced face (approx 15 pages). Local Rule 360(a)(1).
12. In calculating the number of words or lines, all material contained in the brief counts toward the word and line limitations, *except* the cover, certificate of service, certificate required by Rule 84.06(c), signature block, appendix, Table of Contents and Table of Authorities. Rule 84.06(b) & Local Rule 360(c).
13. Attach to the brief a certificate prepared by the lawyer or the person acting *pro se* that states:

(1) The information required by Rule 55.03 (address, phone number, and bar number)

(2) The brief complies with the page limits of Rule 360

(3) The number of words in the brief or the number of lines in monospaced type (filer may rely upon the word or line count of the word processing system used to prepare the brief.) Rule 84.06(c).

14. If exceeding the above page limits, must file a motion 10 days before the brief is due and granted by court for good cause shown. Local Rule 360(b).

15. Briefs may be filed by filing one paper copy with the clerk, or by fax transmission (not exceeding 20 pages) or by e-mail attachment containing the brief.

The e-mail attachment of the brief must conform to the following requirements:

(1) A single e-mail and its attachment may not exceed 10MB

(2) A single attachment may not exceed 7 MB

(3) The e-mail message shall include the caption of the case and the party filing the brief

(4) No document may be divided into more than one attachment

(5) The attachment must be in "portable document format" (PDF) or Microsoft Word

(6) Certification by filing party that the attached file has been scanned for viruses and that it is virus-free

Rule 84.06(a) & Local Rule 330.

16. Unless served through the electronic filing system, must serve a copy of the brief on the other party. Rule 43.01(c).

17. Must be accompanied by a separate appendix containing the following materials (unless they have already been filed in another appendix):

(1) the judgment, order, or decision in question, including the relevant findings of fact and conclusions of law;

(2) the complete text of all statutes, ordinances, rules of court, or agency rules (but not case law); and

(3) the complete text of any instruction to which a point relied on relates. Rule 84.04(h).

18. The appendix may only contain copies of the exhibits or excerpts from the record if they are properly filed and made part of the record on appeal. Rule 84.04(h) and Local Rule 365.

19. The appendix must have a separate table of contents and be numbered beginning with page A1. Rule 84.04(h).