

Checklist for Briefs

Utah Rules of Appellate Procedure 24, 26, and 27

Filing Deadlines

Appellant's brief due	40 days from notice by clerk
Appellee's brief due	30 days from appellant's brief
Appellant's reply brief due	30 days from appellee's brief

Service of Briefs

Briefs must be served on the attorneys for all parties to the appeal.

- If the party is not represented by an attorney, they must be served on the self-represented party.
- If the appeal is of a felony, the briefs must be served on the Attorney General.
- If the appeal is of a misdemeanor, the briefs must be served on the prosecuting attorney.
- An original signature is required on the proof of service.

Number of Copies

Supreme Court	8 copies, one with original signature
Court of Appeals	6 copies, one with original signature
Counsel for each party	Two copies, upon request
Self-represented parties	One copy

Length of Brief

Appellant and Appellee	14,000 words or less, or 30 pages (if no compliance)
Appellant's Reply	7,000 words or less, or 15 pages (if no compliance)
Petition for Rehearing	15 pages, excluding addendum

Size and Binding

- Paper size: 8 ½ " x 11".
- Binding: Must be secured with a binder clip. Briefs must not be stapled or bound along the left edge.

Printing Requirements

- Margins must be at least one inch on top, bottom and sides of each page.
- Proportionally spaced typeface must be 13-point or larger for both text and footnotes. A monospaced typeface may not contain more than ten characters per inch for both text and footnotes.
- Print on both sides of the page.
- Double spaced; 1½ line spacing is not acceptable.

Cover Requirements

- **Cover color**

Appellant or Petitioner	Blue
Appellee or Respondent	Red
Reply	Gray
Guardian ad Litem or Amicus Curiae	Green

- **Case caption**

- Full title of the case as it appeared in the trial court
- Designation of the parties as they appeared in the trial court (e.g., "plaintiff/defendant");
- Designation of the parties as they appear in the appellate court (e.g., "appellant/appellee").

- **Name of the appellate court**

Specify either "In the Utah Supreme Court" or "In the Utah Court of Appeals"

- **Designation of brief as public or non-public**

If a brief or addendum contains non-public information, the filer must also file a public version with all such information removed. Utah Rule of Appellate Procedure 21(h) requires the filer to file an unredacted version for the court and a version for the public that does not contain the confidential information.

- **Appellate court docket number**

- **Title of the document**

For example "Brief of the Appellant" or "Brief of the Appellee"

- **Nature of the proceeding**
For example, "Appeal"
- **Name of the trial court and name of the judge**
For example, "Appeal from the Third District Court, Salt Lake County, Judge Smith"
- **Name and Address of Attorneys or Self-Represented Parties**
The name and address of the person filing the brief (attorney or self-represented party) should be on the lower right of the brief.
The name and address of the opposing attorney or self-represented party should be on the lower left.

See last page of this checklist for an example of a brief cover.

Content Requirements

In this order:

- List of all parties.
- Table of contents with page references.
- Table of authorities with page references:
 - cases listed alphabetically with parallel citations
 - rules
 - statutes
 - other authorities
- Introduction
- Statement of the issues. For each issue state the standard of review and supporting authority.
- Citation to the record showing the issue preserved in the trial court, or statement of grounds for seeking review if the issue was not preserved in the trial court.
- Statement of the case identifying the page(s) of the record as marked by the clerk.
 - Facts of the case relevant to the issue(s);
 - Procedural history relevant to the issue(s);
 - Disposition at trial court or agency.

- Summary of the argument.
- Argument.
- Conclusion containing a statement of the relief sought.
- Original signature of counsel of record or self-represented party on one copy of brief; reproduced signature on other copies.

Certificate of Compliance

- Complies with word limitation
- Complies with Utah Rule of Appellate Procedure 21 regarding public and private records

Filing by Email

Parties may email their brief to the court:

Utah Supreme Court: supremecourt@utcourts.gov

Utah Court of Appeals: courtofappeals@utcourts.gov

The required paper copies must be delivered to the appellate clerk's office within 7 days of emailing.

Addendum

- Attach at end of brief or file separately.
- Not counted against total page number.
- Contents:
 - Copy of opinion, memorandum decision, findings of fact, conclusions of law, orders, jury instructions;
 - Copies of parts of the record of central importance such as contracts or other documents;
 - Copies of determinative constitutional provisions, statutes, or rules.

Sample brief cover format

IN THE UTAH COURT OF APPEALS

State of Utah,
Plaintiff / Appellee

PUBLIC [or] NON-PUBLIC

vs.

Case No. 20160001-CA

Albert James Jones,
Defendant / Appellant

Brief of Appellant

Appeal from the Fourth District Court, Utah County, from a conviction of a first degree felony before the Honorable Robert Robertson

Utah Attorney General's Office
Appeals Division
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