

CHECKLIST FOR APPELLANT'S REPLY BRIEFS

_____ **CHECK TO SEE THAT THE RECORD HAS BEEN RETURNED**

_____ **VERBALLY CONFIRM RECORD HAS BEEN RETURNED TO TRIAL COURT** (Civil Cases)

_____ **TIMELY FILING OF BRIEFS**

If a brief is untimely, a motion under **Rule 22** will be mandatory for permission to file a late brief.

_____ **CORRECT NUMBER OF COPIES**

1. Supreme Court: **10** copies, one containing original signature
2. Court of Appeals: **8** copies, one containing original signature

_____ **LENGTH** - 7,000 words or less / 650 lines of text or less or 30 pages (if no compliance)

_____ **CERTIFICATE OF COMPLIANCE** - stating either the number of words or number of lines

_____ **SIZE AND BINDING**

_____ **PRINTING REQUIREMENTS**

1. Proportionally spaced typeface must be **13**-point or larger for both text and footnotes: mono-spaced typeface may not contain more than **10** characters per inch.
2. Print on both sides of the page.
3. Double-spaced: **1½** spacing is unacceptable.
4. **1"** margin on all sides

_____ **COVER REQUIREMENTS**

1. Color: **Gray**
2. Name of counsel and parties represented
 - a. Counsel filing brief on **lower right**
 - b. Opposing counsel on lower left

_____ **CONTENT REQUIREMENTS - IN ORDER STATED**

_____ List of all parties

_____ Table of Contents with page references

_____ Table of Authorities

_____ Argument

_____ Conclusion

_____ Signature of counsel of record or party if pro se

_____ Proof of Service

_____ Brief on Disc (due 14 days following filing of brief. Refer to Standing Order 8.)

PLEASE NOTE: A brief may be rejected or lodged for non-compliance under **Rule 22, 24, 26 or 27.**