

Checklist for Reply Briefs

Utah Rules of Appellate Procedure 24, 26, and 27

Filing Deadline

Appellant's reply brief due	30 days from appellee's brief
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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.
- In the appeal is of a felony, the briefs must be served on the Attorney General.
- In 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	10 copies, one with original signature
Court of Appeals	6 copies, one with original signature
Counsel for each party	Two copies
Self-represented parties	One copy

Length of Brief

Appellant's Reply	7,000 words or less, or 15 pages (if no compliance)
Appellant/Cross-Appellee Response	14,000 words or less, or 30 pages (if no compliance)
Appellee/Cross-Appellant Reply	7,000 words or less, or 15 pages (if no compliance)

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

- Paper Stock – must be heavy weight paper.
- Cover color – The cover of the reply brief is gray.

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

Content Requirements

In this order:

- Table of contents with page references.
- Table of authorities with page references:
 - cases listed alphabetically with parallel citations
 - rules
 - statutes
 - other authorities
- 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 (Supreme Court Standing Order No. 11)

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.

Sample reply 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

Reply 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
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