

## Checklist for Reply Briefs

### Utah Rules of Appellate Procedure 24, 26, and 27

#### Filing Deadline

Appellant's reply brief due	<b>30 days</b> 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	8 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: Compact or Vello binding required; coiled plastic or spiral binding is not acceptable.

## **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](mailto:supremecourt@utcourts.gov)

Utah Court of Appeals: [courtofappeals@utcourts.gov](mailto: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

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State of Utah,  
Plaintiff / Appellee

PUBLIC [or] NON-PUBLIC

vs.

Case No. 20160001-CA

Albert James Jones,  
Defendant / Appellant

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Reply Brief of Appellant

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

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