



Office of the Clerk
Court of Appeal, First Circuit
State of Louisiana
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APPELLANT'S BRIEF PREPARATION CHECKLIST – Effective May 1, 2014

GENERAL

UNIFORM RULE

_____ Original and seven (7) copies of brief	2-12.1
_____ Pages consecutively numbered	2-12.2B
_____ Double-spaced, except as noted	2-12.2B
_____ Page limits: a) 31 pages on 8½ X 14, or b) 41 pages on 8½ X 11	2-12.2D(1)
_____ Font: a) Computers: Roman or Times New Roman only, 14 point or larger, normal spacing, or b) Typewriters: no more than 10 characters per inch	2-12.2D(2)
_____ Margins of one inch on each side, using only one side of each page	2-12.2B & 2-12.2D(2)
_____ Certificate of Service [<i>not counted in page limit</i>]	2-14.2

TITLE/COVER PAGE [*counted in page limit, R.2-12.2D(1)*]

_____ Title of this court: “Court of Appeal, First Circuit”	2-12.3(a)
_____ Court of Appeal docket number as reflected on the Notice of Lodging (Filing)	2-12.3(b)
_____ Title of the case as reflected on the Notice of Lodging (Filing)	2-12.3(c)
_____ Name or title of the court and the parish from which the case came	2-12.3(d)
_____ Name of judge who rendered judgment or ruling complained of	2-12.3(e)
_____ Statement that the case is before the court on appeal	2-12.3(f)
_____ Identity of submitting party and his status before the Court of Appeal	2-12.3(g)
_____ Statement that the brief type is the appellant’s original brief	2-12.3(h)
_____ Counsel’s name, address, and phone number	2-12.3(i)
_____ Statement that the case is civil, criminal, or juvenile, or if a special case type, state case type	2-12.3(j)

HEADINGS (SEE Rule 2-12.4 for details on content that will be subject to judicial review)

_____ Headings MUST be in the order indicated below	2-12.4A
_____ 1. Table of Contents [<i>not counted in page limit, R 2-12.2D(1)</i>]	2-12.4A(1)
_____ 2. Table of Authorities [<i>not counted in page limit, R 2-12.2D(1)</i>]	2-12.4A(2)
_____ 3. Jurisdictional statement	2-12.4A(3)
_____ 4. Concise statement of the case	2-12.4A(4)
_____ 5. Assignments of alleged errors	2-12.4A(5)
_____ 6. Listing of issues presented for review	2-12.4A(6)
_____ 7. Statement of facts	2-12.4A(7)
_____ 8. Summary of Argument	2-12.4A(8)
_____ 9. Argument	2-12.4A(9)
_____ 10. Conclusion	2-12.4A(10)

ATTACHMENTS [*Not counted in the page limit*]

_____ Judgment, order, or ruling complained of	R.2-12.4B(1)
_____ A copy of either the trial court's written reasons for judgment, transcribed oral reasons for judgment, or minute entry of reasons, if given. If reasons for judgment were not given, the brief shall so declare.	R. 2-12.B(1)
_____ Other Attachments allowed ONLY with leave of court [CLICK here - per En Banc Order 8/24/95]	