



Office of the Clerk
Court of Appeal, First Circuit
State of Louisiana
www.la-fcca.org

APPELLEE'S BRIEF PREPARATION CHECKLIST – Effective May 1, 2014

GENERAL

	UNIFORM RULE
_____ Original and seven (7) copies of brief; NO hard copies required if EFiled	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]*

_____ 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 appellee’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 2-12.5]

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

ATTACHMENTS *[not counted in the page limit]*

_____ Judgment, order, or ruling complained of - OPTIONAL	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. - OPTIONAL	R. 2-12.B(1)
_____ Other Attachments allowed ONLY with leave of court [CLICK here - per En Banc Order 8/24/95]	