



Office of the Clerk  
**Court of Appeal, First Circuit**  
State of Louisiana  
[www.la-fcca.org](http://www.la-fcca.org)

**REPLY BRIEF PREPARATION CHECKLIST – Effective May 1, 2014**

**GENERAL**

**UNIFORM RULE**

___ Leave required	2-8.6 & 2-12.6 &/or 2-12.7
___ Original and seven (7) copies of brief; <b>NO</b> hard copies required if EFiled	2-12.1
___ Pages consecutively numbered	2-12.2B
___ Double-spaced, except as noted	2-12.2B
___ Page limit: a) 13 pages on 8½ X 14, or b) 18 pages on 8½ X 11	2-12.D(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	2-12.2 B & 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 reply brief	2-12.3(h)
___ Counsel’s name, address, and phone number	2-12.3(i)
___ State that the case is civil, criminal, juvenile, or if a special case type, state case type	2-12.3(j)

**ATTACHMENTS** [*Not counted in the page limit*]

\_\_\_ Attachments allowed **ONLY** with leave of court [[Click here](#) –per En Banc Order 8/24/95].