

## APPELLANT'S BRIEF PREPARATION CHECKLIST

### GENERAL

### UNIFORM RULE

Original and seven (7) copies of brief; <b><u>NO</u> hard copies required if EFiled</b>	2-12.1 & Local Rule 3
Margins of one inch on each side, using only one side of each page	2-12.2A & 2-12.2C(2)
Double-spaced, except as noted	2-12.2A
Pages consecutively numbered	2-12.2A
Page limit: a) 31 pages on 8½ X 14, or b) 41 pages on 8½ X 11	2-12.C(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	2-12.2C(2)
Certificate of Service <i>[not counted in page limit, R 2-12.2C(1)(e)]</i>	2-14.2

### TITLE/COVER PAGE *[not counted in page limit, R 2-12.2C(1)(a)]*

Title of this court: "Court of Appeal, First Circuit"	2-12.3(1)
Court of Appeal docket number as reflected on the Notice of Lodging (Filing)	2-12.3(2)
Title of the case as reflected on the Notice of Lodging (Filing)	2-12.3(3)
Name or title of the court and the parish from which the case came	2-12.3(4)
Name of judge who rendered judgment or ruling complained of	2-12.3(5)
Statement that the case is before the court on appeal	2-12.3(6)
Identity of submitting party and his status before the Court of Appeal	2-12.3(7)
Statement that the brief type is the appellant's original brief	2-12.3(8)
Counsel's name, address, and phone number	2-12.3(9)

### HEADINGS [See Rule 2-12.4]

<b>Headings MUST be in the order indicated below</b>	2-12.4A
1. Table of Contents <i>[not counted in page limit, R 2-12.2C(1)(b)]</i>	2-12.4A(1)
2. Table of Authorities <i>[not counted in page limit, R 2-12.2C(1)(c)]</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 page limit, R 2-12.2C(1)(d)]*

Judgment, order, or ruling complained of	2-12.4B(1)
<b>Other attachments allowed ONLY with leave of court</b>	<a href="#"><u>EnBanc Order 8/24/95</u></a>