

APPELLANT'S BRIEF PREPARATION CHECKLIST

GENERAL

UNIFORM RULE

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

Headings MUST be in the order indicated below	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)
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.	2-12.4B(1)
Other attachments allowed ONLY with leave of court	EnBanc Order 8/24/95