

APPELLEE'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 [not counted in page limit, R 2-12.2C(1)(e)]	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 2-12.5]

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

Judgment, order, or ruling complained of - OPTIONAL	2-12.4B(1)
A copy of the judgment or order and a copy of the trial court's written or transcribed oral reasons. - OPTIONAL	2-12.4B(1)
Other attachments allowed ONLY with leave of court	EnBanc Order 8/24/95