

FOURTH CIRCUIT CHECKLIST FOR BRIEFS AND APPENDICES

CONTENT OF BRIEFS (FRAP 28, 29)

Required contents for appellant's brief indicated by (A); for appellee's brief by (E); for reply brief by (R); for amicus brief by (Amicus). In addition, appellee *may* include Statements of Jurisdiction, Issues, Case, Facts, and Standard of Review if dissatisfied with appellant's Statements. Amicus *must* include Statement of Identity, Interest, and Authority to File immediately following Table of Authorities. A corporate amicus must include a Disclosure Statement.

Corporate Disclosure Statement, <i>FRAP 28(a)(1), Loc. R. 26.1</i>	(A,E,Corp.Amicus)
Table of Contents, <i>FRAP 28(a)(2)</i>	(A,E,R,Amicus)
Table of Authorities (alphabetically arranged) with page references to brief, <i>FRAP 28(a)(3)</i>	(A,E,R,Amicus)
Jurisdictional Statement (bases for subject matter and appellate jurisdiction), <i>FRAP 28(a)(4)</i>	(A)
Statement of Issues, <i>FRAP 28(a)(5)</i>	(A)
Statement of Case, <i>FRAP 28(a)(6)</i>	(A)
Statement of Facts (<u>with</u> references to appendix), <i>FRAP 28(a)(7), Loc. R. 28(f)</i>	(A)
Summary of Argument, <i>FRAP 28(a)(8)</i>	(A,E)
Argument, <i>FRAP 28(a)(9)</i>	(A,E,Amicus)
Standard of Review (separate heading before discussion of issues is preferred)	(A)
Discussion of Issues	(A,E,Amicus)
Conclusion, stating relief sought, <i>FRAP 28(a)(10)</i>	(A)
Request for Oral Argument, <i>if</i> counsel requests argument, <i>Loc. R. 34(a)</i>	(A,E)
Signature of Counsel, <i>FRAP 32(d)</i>	(A,E,R,Amicus)
Certificate of Compliance with typeface and length limitations, <i>FRAP 32(a)(7)</i>	(A,E,R,Amicus)
Certificate of Service, <i>Loc. R. 31(c)</i>	(A,E,R,Amicus)

FORMAT OF BRIEFS (FRAP 32)

Cover, *FRAP 32(a)(2)*

Color: **Appellant**-Blue; Appellee-Red; Intervenor or Amicus-Green; Reply-Grey; **Cross-Appeal**: First-Blue; Second-Red; Third-Red; Fourth-Grey; **Supplemental**: Tan

Fourth Circuit Docket Number, centered at top (do not include district or agency docket number)

Heading: United States Court of Appeals for the Fourth Circuit

Title of Case (parties' names)

Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of ...

Title of Brief, identifying party for whom brief filed: Brief of Appellant Joe Doe

Names, Addresses, Phone Numbers of Counsel participating in preparation of brief

Binding secure and permits document to lie reasonably flat when open (*e.g.*, spiral, cheshire, perfect), *FRAP 32(a)(3)*

Paper: 8 ½" x 11", light paper with clear black image, *FRAP 32(a)(4)*

1" Margin on All Sides, *FRAP 32(a)(4)*

Citations are to appendix rather than record for material included in appendix, *FRAP 28(e)*

Double-Spaced Text (quotations of over two lines, headings, & footnotes may be single-spaced), *FRAP 32(a)(4)*

If a proportional font is used (e.g., CG Times or Times New Roman), font size must be 14 point. If a monospaced font is used (e.g., Courier or Courier New), font size must be 12 point.

Length of Principal Brief (excluding Corporate Disclosure Statement, Table of Contents, Table of Authorities, Request for Argument, Addendum, Certificate of Compliance, and Certificate of Service) must not exceed: 30 pages **or** 14,000 words **or** 1,300 lines (line count may be used only for monospaced font), *FRAP 32(a)(7)*

Length of Reply Brief or Amicus Brief (excluding Corporate Disclosure Statement, Table of Contents, Table of Authorities, Addendum, Certificate of Compliance, and Certificate of Service) must not exceed: 15 pages **or** 7,000 words **or** 650 lines (line count may be used only for monospaced font), *FRAP 32(a)(7)*, *FRAP 29(d)*

Single-Sided Copying Required for Briefs, *FRAP 32(a)(1)(A)*

Required Number of Copies (including original): 8 if party is not proceeding in forma pauperis; 6 if party is represented by court-appointed counsel; 4 if party is proceeding in forma pauperis *without* court-appointed counsel; 4 for page-proof briefs; 4 for sealed volumes, *FRAP 32(a)(1)(A)*, *Loc. R. 30(b)*, *Loc. R. 10(d)*

CONTENT OF APPENDICES (FRAP 30)

Table of Contents, with page numbers, *FRAP 30(d)*

District Court/Agency Docket Sheet, *FRAP 30(a)(1)*

Relevant Portions of pleadings, transcript, and opinions in chronological order--including particularly the complaint or indictment, the judgment or decision in question, and the notice of appeal, *FRAP 30(a)(1)*

In Sentencing Guidelines appeals, include sentencing transcript and sealed volume containing presentence report, *Loc. R. 30(b)*

FORMAT OF APPENDICES (FRAP 32)

Cover, *FRAP 32(a)(2)*

Color: White

Fourth Circuit Docket Number, centered at top (do not include district or agency docket number)

Heading: United States Court of Appeals for the Fourth Circuit

Title of Case (parties' names)

Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of . . .

Title of Document: Joint Appendix

Names, Addresses, Phone Numbers of Counsel on both sides of case

Binding secure and permits document to lie reasonably flat when open (e.g., spiral, cheshire, perfect), *FRAP 32(a)(3)*

No "Condensed" Transcript, *FRAP 32(a)(4)*

Length: In court-appointed cases, joint appendix may not exceed 250 sheets of double-sided copying without leave of Court, *Loc. R. 32(a)*

Copies: Double-sided copying is required for court-appointed cases and preferred for all appendices, *Loc. R. 32(a)*

Required Number of Copies (including original): 6 if party is not proceeding in forma pauperis; 5 if party is represented by court-appointed counsel; 4 if party is proceeding in forma pauperis *without* court-appointed counsel; 4 for sealed volumes; 4 for exhibit volumes; 4 for immigration cases, *FRAP 32(a)(1)(A)*, *Loc. R. 10(d)*
