

## FILING INSTRUCTIONS

### Appellant's Brief

Should be in the following order:

1. Due 30 days after record complete date
2. Cover page (blue)
3. Statement of the Issues
4. Table of Contents
5. Table of Cases
6. Concise Statement of the Case including the subject of the litigation, claims of the parties, facts of the case and proceedings below, appellant's specific claims of error, with appropriate references to the record
7. Argument containing issues presented, how issues were preserved, contentions of the appellant and reasons therefore, with citations to the authorities, statutes and parts of the record relied on. Must also include for each issue a concise statement of the applicable standard of review; the statement may appear in the discussion of each issue or under a separate heading placed before the discussion of the issues
8. Conclusion stating precise relief sought
9. Preferably bound by staple in upper left-hand corner (at least one unbound copy if bound)
10. 8½ x 11, 1½ inch left margin, 1 inch top, bottom and right margin

### Appellee's Brief

1. Due 21 days after date Appellant's brief is filed
2. Cover Page (red)
3. Shall conform with requirements of Rule 28, paragraphs (a)(1)-(4) except that none of the following need appear unless appellee is dissatisfied with the statement of appellant: statement of the case; statement of standard of review

### Printed Case

1. Due 30 days after record complete date w/brief (not 10 days after rec comp per previous rule)
2. Cover page (white)
3. Pages – must be numbered
4. Table of contents
5. Decision appealed from immediately following table of contents
6. Docket entries
7. Information
8. Remaining documents in chronological order
9. Notice of appeal

### Reply Brief

1. Due w/in 10 days of date of state's brief, excluding weekends and holidays (VRCP 6)
2. 15 page max, excluding tables, covers, etc.
3. Cover page (gray)

### Supplemental Brief

1. Cover (same as originally filed brief)

### Motions, Stips, etc.

1. General motions: original + one copy to court, one copy to opposing counsel
2. Stipulations: original to court, one copy to opposing counsel
3. Red-lined legal paper not necessary
4. Double-spaced (12-point type)
5. Attorney name must appear preferably w/address
6. Motions for reargument due 14 days from date of judgment, 10 page max. excluding tables, covers, etc.