

## 2-8.2. Service of Motion

A copy of a motion to dismiss or to remand an appeal, together with a copy of the accompanying brief, if any, shall be served in accordance with the provisions of Louisiana Code of Civil Procedure art. 1313 to opposing counsel of record and to each opposing party not represented by counsel.

## Rule 2-11.4. Request for Oral Argument

Appeals in all cases shall be submitted for decision without oral argument unless a written request for permission to orally argue is filed in the clerk's office by a party within thirty (30) days after the filing of the record in the court and permission is granted. Pursuant to this rule, the request for oral argument must be in the form of a motion or a letter. A request made within a party's brief will NOT suffice. A request for oral argument by only one of the parties is acceptable. Ordinarily, timely requests for oral argument will be granted, except in cases assigned for summary disposition. When permission for oral argument has been granted to one party, the right to oral argument extends to all parties, unless the right to orally argue had been forfeited.

## 2-12.2. Preparation of Briefs

A. The provisions of this Section shall apply to briefs submitted in appeals and to briefs or supporting memoranda submitted in connection with motions, applications for supervisory writs and applications for rehearing.

B. Briefs may be printed, typewritten, or produced by any copying or duplicating process which produces a clear black image on white paper. Illegible copies and photocopies produced on wet copiers are not acceptable. Briefs may be typewritten or otherwise acceptably produced on either letter or legal-size, white, unglazed, opaque paper, with a margin of 1" on each side, using only one side of each page. The text of briefs shall be double-spaced except for matters which are customarily single-spaced. The pages in the briefs shall be numbered consecutively.

C. The language used in the brief shall be courteous, free from vile, obscene, obnoxious, or offensive expressions, and free from insulting, abusive, discourteous, or irrelevant matter or criticism of any person, class of persons or association of persons, or any court, or judge or other officer thereof, or of any institution. Any violation of this Subsection shall subject the author, or authors, of the brief to punishment for contempt of court, and to having such brief returned.

D. The preparation of briefs shall be subject to the following requirements and limitations:

(1) Original briefs on 8 1/2" X 14" paper shall not exceed thirty-one pages; reply briefs on such paper shall not exceed thirteen pages. Original briefs on 8 1/2" X 11" paper shall not exceed forty-one pages; reply briefs on such paper shall not exceed eighteen pages. These limitations do not include pages containing the table of contents required by Rule 2-12.4, Subsection A(1) and the table of authorities required by Rule 2-12.4, Subsection A(2).

(2) The size type in all briefs will be: (a) Roman or Times New Roman 14 point or larger computer font, normal spacing; or (b) no more than 10 characters per inch typewriter print. A margin of at least one inch at the top and bottom of each page shall be maintained. Footnotes may be single-spaced but shall not be used to circumvent the spirit of this rule.

(3) A motion for leave to file a brief in excess of the page limitation of this rule must be filed at least ten days in advance of the due date of the brief. Such a motion will be granted only for extraordinary and compelling reasons.

## 2-12.4. Appellant's Brief

A. The brief of the appellant shall contain, under appropriate headings and in the order indicated:

- (1) a table of contents with page references;
- (2) a table of authorities, including cases alphabetically arranged, statutes and other authorities, with references to the pages of the brief where the authorities are cited;
- (3) a jurisdictional statement setting forth the constitutional and statutory basis for the court to exercise appellate jurisdiction, with citations to applicable provisions. The jurisdictional statement shall also include the dates of the judgment appealed and of the motion and order for appeal to establish the timeliness of the appeal and the following, as applicable:
  - (a) an assertion that the appeal is from a final appealable judgment and, if the appealability is dependent upon a designation by the trial court, a reference to the specific page numbers of the record where the designation and reasons for the designation are to be found, or
  - (b) an assertion that the appeal is from an interlocutory judgment or order which is appealable as expressly provided by law, or
  - (c) an assertion of information establishing the court of appeal's jurisdiction on some other basis;
- (4) a concise statement of the case indicating the nature of the case, the action of the trial court and the disposition;
- (5) assignments of alleged errors;
- (6) a listing of issues presented for review;
- (7) a statement of facts relevant to the assignments of error and issues for review, with references to the specific page numbers of the record;
- (8) a short summary of the argument, *i.e.*, a succinct, clear and accurate statement of the arguments made in the body of the brief;

(9) the argument, which shall contain:

(a) appellant's contentions, with reference to the specific page numbers of the record and citations to the authorities on which the appellant relies,

(b) for each assignment of error and issue for review, a concise statement of the applicable standard of review, which may appear in the discussion or under a separate heading placed before the discussion, and

(c) for each assignment of error and issue for review which required an objection or proffer to preserve, a statement that the objection or proffer was made, with reference to the specific page numbers of the record; and

(10) a short conclusion stating the precise relief sought.

B. (1) A copy of the judgment, order, or ruling complained of, and a copy of either the trial court's written reasons for judgment, transcribed oral reasons for judgment, or minute entry of the reasons, if given, shall be appended to the brief of the appellant. If reasons for judgment were not given, the brief shall so declare.

(2) Citation of Louisiana cases shall be in conformity with Section VIII of the Louisiana Supreme Court General Administrative Rules. Citations of other cases shall be to volume and page of the official reports (and when possible to the unofficial reports). It is recommended that where United States Supreme Court cases are cited, all three reports be cited, e.g., *Miranda v. Arizona*, 384 U.S. 436, 86 S.Ct. 1602, 16 L.Ed.2d 694 (1966). When a decision from another state is cited, a copy thereof should be attached to the brief.

(3) The court may disregard the argument on an assignment of error or issue for review if suitable reference to the specific page numbers of the record is not made.

(4) All assignments of error and issues for review must be briefed. The court may consider as abandoned any assignment of error or issue for review which has not been briefed.

## 2-12.5. Appellee's Brief

The brief of the appellee shall contain appropriate and concise responses and arguments to the contentions and arguments of the appellant and shall conform to the requirements for the appellant's brief set forth in Rule 2-12.4, except that the following need not be included unless the appellee is dissatisfied with the appellant's statements:

- (1) the jurisdictional statement, Rule 2-12-4, Subsection A(3);
- (2) the statement of the case, Rule 2-12-4, Subsection A(4);
- (3) the listing of issues, Rule 2-12.4, Subsection A(6);
- (4) the statement of facts, Rule 2-12.4, Subsection A(7); and
- (5) the statement of the standard of review, Rule 2-12.4, Subsection A(9)(b).

## 2-14.1. Service of Legible Copies

At or before the time of filing, legible copies of all papers filed in a Court of Appeal by any party shall be served in accordance with the provisions of Louisiana Code of Civil Procedure art. 1313 to opposing counsel of record and to each opposing party not represented by counsel.

## 2-14.2. Certificate

The fact of such service shall be evidenced by a certificate listing all parties and all counsel, indicating the parties each represents, and showing when and by what means such service was accomplished.

## 3-1.1. Application for Appeal

Every application for appeal from a final decision of any administrative body shall be filed with the appropriate administrative body in writing as required by law and may include a designation of the documents filed and transcripts desired to be incorporated into the record on appeal. If such a designation is made, within 5 days after the filing of an application for appeal, any other party to the appeal may file a designation of

additional portions of the record to be included. If no designation is made, the record shall be a transcript of all the proceedings as well as all documents filed with the administrative body. Costs for the inclusion of any unnecessary part of the record may be assessed against the party requiring such inclusion. The record on appeal shall include the application for appeal, any designation of the record, and a certification by the administrative body as to the correctness of the record.

Appeals from the Office of Workers' Compensation. In addition, the record on appeal from the Office of Worker's Compensation shall include a jurisdictional statement as contemplated by LSA-R.S. 23:1310.4 and 23:1310.5(A)(2).

### **3-1.2. Filing and Return Dates**

The administrative body shall endorse on every application for an appeal the date of its filing and shall fix the return date, which shall not be more than 60 days from the date of filing the application for appeal. The administrative body shall transmit the record to the appropriate Court of Appeal by the return date.