

APPELLANT'S BRIEF CHECKLIST

Effective February 1, 2015

GENERAL UNIFORM RULE (Citations are to Uniform Rules of the Courts of Appeal Unless Otherwise Noted.)

Original + four (4) copies of brief in civil cases; original + 2 in criminal cases Local Rule 2 & 2-12.1
Pages consecutively numbered 2-12.2B
Double-spaced, except as noted 2-12.2B
Page limits: (a) 31 pages on 8½ x 14, or (b) 41 pages on 8½ x 11 2-12.2D(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; footnotes
single-spaced 2-12.2D(2)
Margins of one inch on each side, using only one side of each page 2-12.2B & 2-12.2D(2)
Certificate of Service [not counted in page limit] Rule 18 & 2-14.2

TITLE/COVER PAGE [counted in page limit] 2-12.2D(1)
Title of this court: "Court of Appeal, Fourth Circuit" 2-12.3(a)
Court of Appeal docket number as reflected on the Notice of Lodging (Filing) 2-12.3(b)
Title of the case as reflected on the Notice of Lodging (Filing) 2-12.3(c)
Name or title of the court and the parish from which the case came 2-12.3(d)
Name of judge who rendered judgment or ruling complained of 2-12.3(e)
Statement that the case is before the court on appeal 2-12.3(f)
Identity of submitting party and his/her/its status before the Court of Appeal 2-12.3(g)
Statement that the brief type is the appellant's original brief 2-12.3(h)
Counsel's name, address, phone number, and bar roll number Local Rule 13 & 2.12.3(i)
2-12.3(i)
Statement of the type of case (civil, criminal, juvenile, or other case) 2-12.3(j)

HEADINGS [See Rule 2-12.4 for details on content that will be subject to judicial review]

Headings must be in the order indicated below 2-12.4A
1. Table of Contents [not counted in page limit] 2-12.2D(1) & 2-12.4A(1)
2. Table of Authorities [not counted in page limit] 2-12.2D(1) & 2-12.4A(2)
3. Jurisdictional statement – see detailed rule 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 the page limit]

Copy of judgment, order, or ruling complained of 2-12.4B(1)
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 state. 2-12.B(1)

APPELLEE'S BRIEF CHECKLIST

Effective February 1, 2015

GENERAL UNIFORM RULE (Citations are to Uniform Rules of the Courts of Appeal Unless Otherwise Noted.)

Original + four (4) copies of brief in civil cases; original + 2 in criminal cases	Local Rule 2 & 2-12.1
Pages consecutively numbered	2-12.2B
Double-spaced, except as noted	2-12.2B
Page limits: (a) 31 pages on 8½ x 14, or (b) 41 pages on 8½ X 11	2-12.2D(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; footnotes single-spaced	2-12.2D(2)
Margins of one inch on each side, using only one side of each page	2-12.2B & 2-12.2D(2)
Certificate of Service [not counted in page limit]	Local Rule 18 & 2-14.2

TITLE/COVER PAGE [counted in page limit] 2-12.2D(1)

Title of this court: "Court of Appeal, Fourth Circuit"	2-12.3(a)
Court of Appeal docket number as reflected on the Notice of Lodging (Filing)	2-12.3(b)
Title of the case as reflected on the Notice of Lodging (Filing)	2-12.3(c)
Name or title of the court and the parish from which the case came	2-12.3(d)
Name of judge who rendered judgment or ruling complained of	2-12.3(e)
Statement that the case is before the court on appeal	2-12.3(f)
Identity of submitting party and his/her/its status before the Court of Appeal	2-12.3(g)
Statement that the brief type is the appellee's original brief	2-12.3(h)
Counsel's name, address, phone number, and bar roll number	Local Rule 13 & 2-12.3(i)
Statement of the type of case (civil, criminal, juvenile, or other case)	2-12.3(j)

HEADINGS 2-12.4A

1. Table of Contents [not counted in page limit]	2-12.2D(1) & 2-12.4A(1)
2. Table of Authorities [not counted in page limit]	2-12.2D(1) & 2-12.4A(2)
3. Jurisdictional statement - Optional	2-12.5(1) & 2-12.4A(3)
4. Concise statement of the case - Optional	2-12.5(2) & 2-12.4A(4)
5. Assignments of alleged errors - Optional	2-12.5(3) & 2-12.4A(5)
6. Listing of issues presented for review -Optional	2-12.5(4) & 2-12.4A(6)
7. Statement of facts - Optional	2-12.5(5) & 2-12.4A(7)
8. Standard of review - Optional	2-12.5(6) & 2-12.4A(9)(b)
9. Statement of objection or proffer - Optional	2-12.5(7) & 2-12.4A(9)(c)
10. Summary of Argument	2-12.4A(8)
11. Argument	2-12.4A(9)
12. Conclusion	2-12.4A(10)

ATTACHMENTS [not counted in the page limit]	
Copy of judgment, order, or ruling complained of - OPTIONAL	2-12.4B(1)
Copy of either the trial court's written reasons for judgment, transcribed oral reasons for judgment, or minute entry of reasons, if given. - OPTIONAL .	2-12.4B(1)

REPLY BRIEF CHECKLIST

Effective February 1, 2015

GENERAL UNIFORM RULE (Citations are to Uniform Rules of the Courts of Appeal Unless Otherwise Noted.)

Leave of court generally not required	2-8.6 & 2-12.6 &/or 2-12.7
Original and Seven (7) copies of brief	2-12.1
Pages consecutively numbered	2-12.2B
Double-spaced, except as noted	2-12.2B
Page limit:(a) 13 pages on 8½ x14, or b) 18 pages on 8½ x 11	2-12.D(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; footnotes single-spaced	2-12.2D(2)
Margins of one inch on each side, using only one side of each page	2-12.2 B & 2-12.2D(2)
Certificate of Service [not counted in page limit]	Local Rule 18 & 2-14.2

TITLE/COVER PAGE [not counted in page limit]	2-12.2(1)
Title of this court: "Court of Appeal, Fourth Circuit"	2-12.3(a)
Court of Appeal docket number as reflected on the Notice of Lodging (Filing)	2-12.3(b)
Title of the case as reflected on the Notice of Lodging (Filing)	2-12.3(c)
Name or title of the court and the parish from which the case came	2-12.3(d)
Name of judge who rendered judgment or ruling complained of	2-12.3(e)
Statement that the case is before the court on appeal	2-12.3(f)
Identity of submitting party and his/her/its status before the Court of Appeal	2-12.3(g)
Statement that the brief type is the reply brief	2-12.3(h)
Counsel's name, address, phone number, and bar roll number	Local Rule 13 & 2-12.3(i)
Statement of the type of case (civil, criminal, juvenile, or other)	2-12.3(j)

HEADING

Argument confined to rebuttal points of appellee's brief	2-12.6
Attachments [Not counted in the page limit]	

WRIT APPLICATION CHECKLIST

Effective February 1, 2015

A writ application requires an original + 1 copy; if emergency or expedited, original + 3 copies. Local Rule 22. An intake form is required; available at

http://la4th.org/Downloads/writ_application_intake_form.pdf

Writ must be bound as provided in Rule 4-5. (Bluebacks are not required)

Citations are to the Uniform Rules of the Court of Appeal Unless Otherwise Noted.

Notice of intent filed within 30 days of ruling.	Rule 4-2
Request for return date within 30 days of ruling.	Rule 4-3
Signed return date order attached.	
Request for stay directed to trial court (if stay sought).	Rule 4-4
Affidavit verifying service; service must be in similar manner to opposing counsel and respondent judge, including addresses and telephone numbers.	(If emergency or expedited treatment or stay)
Affidavit with jurat verifying allegations of petition and service.	Rule 4-5
Index. (C)(1).	
Jurisdictional statement. (C)(2).	
Statement of the case, including status of the case. (C)(3)	
Issues and questions presented. (C)(4)	
Assignments or specifications of error, memorandum and prayer for relief. (C)(5)	
Copy of judgment, order, or ruling at issue. (C)(6)	
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 state. (C)(7)	
Copy of all pleadings on which ruling was founded, including petition(s) in civil cases and indictment or bill of information in criminal cases. Special rule for electronic attachments. (C)(8) , Local Rule 24	
Copy of opposition and any attachments filed in the trial court or a statement that no opposing written document was filed. (C)(9)	
Pertinent court minutes. (C)(10)	
Notice of intent with assigned return date. (C)(11)	
Request for expedited consideration and reason for the such request -separate	

page required. (C)(12)	
File supplement with update on trial or hearing date. (D)	