



STATE OF CONNECTICUT

SUPREME COURT APPELLATE COURT

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Effective September 1, 2020

Updated July 1, 2021

Optional Appellate E-briefing Program

1. Introduction:

Electronic briefing is required for all appeals filed after October 1, 2021 in the Supreme and Appellate Courts unless a filer is exempt or excluded from electronic filing pursuant to Practice Book Section 60-8. This guide was created to assist filers who elect to participate in the Optional Appellate E-briefing Program.

2. Requirements:

- Include the words "Filed Under the Electronic Briefing Rules" at the top center of the cover of the brief.
- Electronically file all briefs and appendices as a text searchable single document. (This is a necessary requirement to facilitate the use of bookmarks and internal hyperlinks to provide automated links between citations in the brief and key record materials.)
- Include internal hyperlinks for citations to items included in the party appendix.
- Word limits replace the page limit requirements currently required under the rules of appellate procedure in order to allow filers to incorporate other recommended format changes for better readability and comprehension without sacrificing substantive content. Headings,

footnotes and quoted material count toward the word-count limitation. The cover page, the table of contents, the table of authorities, the statement of issues, party appendices, certifications and the signature block do not count toward the word-count limitation. The word count approximates the current brief pages and preserves the current ratios.

- Appellant briefs are limited to 13,500 words.
- Appellee briefs are limited to 13,500 words.
- Appellant reply briefs are limited to 6,500 words.
- For cross-appeals, the appellee-cross-appellant's combined brief is limited to 18,000 words and the appellant-cross-appellee's combined brief and reply is limited to 16,000 words. The cross-appellant's reply brief is limited to 6,500 words.
- When cases are consolidated or a joint appeal has been filed, the briefs shall not exceed the word limitations provided above.
- When a claim relies on the state constitution as an independent ground for relief, the clerk shall, upon request, grant an additional 2,000 words for the appellant and appellee briefs, and an additional 800 words for the reply brief, which words are to be used for the state constitutional argument only.
- Any requests to exceed the word limitations set forth above can be made by filing a motion "Request Regarding Electronic Briefing Requirements" and stating both the compelling reason for the request and the number of additional words sought.
- Line spacing is 1.3x and must be uniform throughout, including the body of the document, footnotes, and block quotes.
- Margins: 1 and 1/2 inches on all sides.
- Use 12 point Century Schoolbook or New Century Schoolbook font for all text in the document, including footnotes but excluding headings.

Embedded fonts in the documents are required to avoid any risk of font substitution.

- Headings must be in 14 point Georgia or New Baskerville Book font.
- Left aligned text.
- Format block quotes in the following ways:
 - Single indent.
 - Left justified.
 - 1.3x line spacing.
- Use **bold face** or *italic* emphasis tools in place of underlining.
- Sections shall be marked sequentially using numbers or letters (e.g. 1 Introduction, 2. Statement of the facts ... 6. Conclusion; or A. Introduction, B. Statement of the Facts ... F. Conclusion).
- Use a single pagination scheme that starts on the cover page of the brief (**not** on the first page of the substantive text) and continues throughout the entire document, *on every page*, to the last page of the party appendix, if applicable. At the bottom center of each page, number the pages "Page 1 of 85" instead of "Page 1," "Page 2 of 85" instead of "Page 2," etc. Keep in mind that you will file paper copies of these briefs and appendices; if you have a large appendix that will require binding in more than one volume, be sure to add a cover page at the appropriate spot in the electronic version as well so it has a page number and is consistent with the rest of the document.
- Use bookmarks so the reader can move easily to different sections of the brief. Instructions on creating bookmarks are contained in the "Guide to Electronic Briefing in the Supreme and Appellate Courts" which can be found on the Supreme Court and Appellate Court home pages. Bookmarks are required and must link to sections of the brief and to items included in the party appendix. Briefs shall include internal hyperlinks for citations to items included in the party appendix.

- An additional brief certification is required which shall include:
 - the word count of the brief,
 - a statement that the electronic brief is filed in compliance with the guidelines, and
 - a list of approved deviations, or that no deviations were requested/approved.

3. Visual aids permitted

Visual aids, defined as images, photographs, graphs, illustrations, diagrams, charts, or tables, may be included in a brief.¹ The use of visual aids should not be excessive. Visual aids may be used as a means to better present complex information and/or arguments in a brief. Visual aids included in an electronic brief must comply with the following requirements:

- Must be supported by appropriate citation, if applicable.
- Must be a reproduction of materials from the record or must be derived from data or information from the record.
 - If the visual aid is a reproduction of an exhibit or other materials from the record, and the size of the reproduction is not exactly as appears in the record, a footnote must be included on the same page where the visual aid appears setting forth that there has been a reduction or enlargement along with the exact dimensions of the original document.
- Shall not include material that is confidential or otherwise sealed from disclosure, contains personal identifying information protected by law, depicts a minor, or is of an explicit sexual nature.

¹ Visual aids do not include videos of any type at this time.

- Must be of high quality to ensure a legible and accurate representation of the exhibit, including color if color is relevant. The visual aid must not affect the integrity or reliability of the exhibit. A color photograph marked or admitted as an exhibit in the trial court must be reproduced in color.
- Any words contained in an embedded visual aid must be manually counted and added to the brief word count.

4. Optional items and recommendations:

- Increased use of sub headings is recommended.
- Bullets should be used to delineate examples or support for argument.
- Internal hyperlinks - to allow reader to move from one part of the brief to another by clicking on an object on the page.

5. Items NOT allowed at this time:

- External hyperlinks.
- Videos of any kind.