

E-briefing Checklist – For Optional E-briefing Only

- Brief Filed
- Brief Returned
- Case Disposed
- No Electronic Access (§ 60-7 (c))

OFFICE OF THE APPELLATE CLERK
STATE OF CONNECTICUT
SUPREME AND APPELLATE COURT

Reviewed By: _____

Date: _____

Case Number: SC / AC _____

Case Name: _____

E-briefing Program

- Cover page header – "Filed Under Optional E-briefing Program"
- Briefs and appendices filed as text searchable single PDF
- Requisite word count¹ and certification
- Line spacing (1.3x or 1.4x)
- 1.5" margins
- 12 point New/Century School Book font (including footnotes)
- Headings – different font and larger point
- Left aligned (not justified)
- Smart quotation marks and apostrophes (curly, not straight)
- Bold face or italic emphasis tools (not underlined)
- Consecutive numbered sections
- Single paginated scheme (Page 1 of x, starting with the cover page)
- Includes bookmarks²
- Titles – only first word capitalized
- Does **NOT** include external hyperlinks or visual images

Brief

- Timely Filed (Previous Return Date _____)
- Additional _____ words provided

Brief Cover and Contents

- Case Caption/Court Name/Docket Number
- Colored Cover Page³
- Counsel Information (Appearances)
- Counsel Information (Phone # and e-mail)
- Counsel on brief *has* appearance
- Table of Contents
- Table of Authorities
- Statement of Issues
- Statement of Proceedings/Facts
- Argument
- Conclusion Stating Precise Relief Sought
- Signature

Certifications

- The brief and appendix have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order, or case law; and
- A copy of the brief and appendix was sent to each counsel of record in compliance with sec 62-7 (incl. names & contact info); and
- The brief and appendix filed with the appellate clerk are true copies of the brief and appendix that were submitted electronically; and
- The brief and appendix comply with all provisions of this rule (P.B sec. 67-2).
- The e-brief is filed in compliance with the optional e-briefing guidelines, includes the word count of the brief, and lists any approved deviations.**

Brief Format

- Brief pages single sided
- Brief securely fastened along left side

Copy Requirements (Briefs and Appendices)

- Supreme Court – 11 copies
- Appellate Court – 8 copies

Transcript

- Paper copy of transcript ordered by submitting party is enclosed or previously filed

Electronic Filing

- Electronic confirmation receipt

Appendix Part 1 – Number of volumes _____ (Required for non-incarcerated Appellants)

- Table of Contents
- Trial Court docket entries
- Complaint, relevant pleadings/motions/orders
- Memo of decision/signed transcript
- Jury interrogatories/verdict form
- Judgment file signed by trial court
- Appeal Form
- Appellate Court opinion (if cert granted)
- Order granting certification (SC only)
- Docketing Statement
- Pages numbered (single paginated scheme cont.)

*If administrative appeal, see P.B. sec. 67-8A for additional requirements.

Appendix Part 2 (Optional)

- Table of contents
- Pages numbered (single paginated scheme cont.)

¹ Appellant brief – 14,000 words; appellee brief – 14,000 words; appellant or cross appellant reply brief – 6,500 words; appellee/cross appellant combined brief – 18,000 words; cross appellee/appellant reply combined brief 16,000 words.

² A bookmark is a text link that allows readers to quickly navigate to different sections of a document.

³ Appellant Brief – blue cover; appellee brief – pink cover; appellee/cross appellant brief – pink cover; cross appellee/appellant reply brief – white cover; reply brief – white cover; amicus curiae brief – green cover, and required footnote 1 (P.B. sec. 67-7).