



STATE OF CONNECTICUT

SUPREME COURT APPELLATE COURT

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Effective October 1, 2021

Briefing Guidelines

In Appeals Filed Before October 2021:

- You may file your briefs and appendices in compliance with Practice Book § 67-2 *et seq.*¹ Please [click here](#) (Page 8) to be brought to the section of this document concerning paper briefing.
- You may instead choose to participate in the optional electronic briefing program. Please [click here](#) (Page 5) to be brought to the section of this document concerning the optional electronic briefing program.

In Appeals Filed On or After October 1, 2021:

- If you are exempt or excluded from E-Filing per Practice Book § 60-8, then you will file your briefs and appendices in compliance with Practice Book § 67-2 *et seq.*¹ Please [click here](#) (Page 10) to be brought to the section of this document concerning exempt and excluded filers.
- If you are not exempt or excluded, you may [click here](#) (Page 2) to be brought to the section of this document concerning mandatory electronic briefing in compliance with Practice Book § 67-2A *et seq.*

¹ Note that § 67-2 *et seq.* have separate provisions for appeals filed before or on/after October 1, 2021.

Mandatory Electronic Briefing in Appeals Filed On or After October 1, 2021

- Practice Book § 67-2A *et seq.* control and provide greater detail.
- Include "Filed Under the Electronic Briefing Rules" at the top center of the cover.
- The appellant is no longer required to file an appendix part one in compliance with Practice Book § 67-8,² but if a filer does include an appendix, the brief and appendix shall be uploaded as a single text-searchable PDF.
- Two legible photocopies of the brief and appendix, if any, shall be filed with the Appellate Clerk.
 - The brief shall be single-sided, and the appendix may be single- or double-sided.
- Include internal hyperlinks for citations to items included in the party appendix. Internal hyperlinks to other parts of the brief are recommended. External hyperlinks are not allowed.
- The following word limits apply: appellant brief and appellee brief (13,500), appellant reply brief (6500), cross-appellant combined brief (18,000), cross-appellee combined brief (16,000), cross-appellant reply brief (6500) and amicus brief (4000).
 - 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 limit.
 - When a claim relies on the state constitution as an independent ground for relief, the clerk shall, upon request, grant an additional 2000 words for the appellant and appellee briefs and

² Note that § 67-8 has separate provisions for appeals filed before or on/after October 1, 2021.

an additional 800 words for the reply brief, which words are only to be used for the state constitutional argument.

- Use 12 point Century Schoolbook or New Century Schoolbook for all text except headings, which must be 14 point Georgia or New Baskerville Book. Fonts must be embedded.
- Page format: Line spacing 1.3x; 1½ inch margins on all sides; left aligned text. Footnotes shall have the same format as body text. Block quotes shall have the same format as body text except that they shall be indented once.
- Use **bold face** or *italic* emphasis tools in place of underlining.
- Sections must be marked sequentially using numbers or letters. Increased use of subheadings is recommended.
- Bullets should be used to delineate examples or support for argument.
- Starting with the cover, and including the appendix, number each page "Page [page number] of [total number of pages]," e.g. "Page 3 of 10."
 - If the paper appendix is large enough to require binding separate from the brief, include the appendix' cover page in the PDF to ensure that the page numbering scheme is consistent.
- Bookmarks are required and must link to sections of the brief and appendix. Additional information can be found in the [Guide to Electronic Briefing in the Supreme and Appellate Courts](#) on the Supreme and Appellate Courts' [E-Services self-help page](#).
- [Additional certifications](#) are required which shall include the word count of the brief, a statement that the electronic brief is filed in compliance with the Practice Book, and a list of approved deviations, or that no deviations were requested/approved.
- To request a deviation from this format, a filer may file a *Request Regarding Electronic Briefing Requirements*³ stating both the

³ The E-Filing path for this document is in the motions section.

compelling reason for the request and the modification, e.g. the number of additional words, sought.

- Visual aids—images, photographs, graphs, illustrations, diagrams, charts or tables⁴—may be included to better present information or arguments but should not be used in excess. Visual aids have the following requirements:
 - Must not include material that is confidential or otherwise sealed from disclosure, that contains personal identifying information protected by law, that depicts a minor or that is of an explicit sexual nature.
 - Must be supported by appropriate citation, if applicable.
 - Must be a reproduction of materials in the record or derived from information in the record.
 - If a reproduction of material in the record differs in size from such material, include a footnote on the page it appears stating there has been a reduction or enlargement and the dimensions of the original.
 - Must be of such quality that ensures a legible and accurate representation of the material, including color⁵ if relevant.
 - Any words contained must be included in the word count.

⁴ Videos may not be included.

⁵ A color photograph marked or admitted as an exhibit in the trial court may only be reproduced in color.

Optional Electronic Briefing in Appeals Filed Before October 2021

- The appellant must provide an appendix part one in compliance with Practice Book § 67-8.⁶
- If the appeal is in the Supreme Court, twelve legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk. If the appeal is in the Appellate Court, eight legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk.
 - The briefs shall have heavy paper covers as follows: appellant (light blue); appellee or cross-appellant (pink); reply, cross-appellee or cross-appellant reply (white); amicus (light green)
 - The brief shall be single-sided, and the appendix may be single- or double-sided.
- Include "Filed Under the Optional E-Briefing Program" at the top center of the cover of the brief.
- Upload the brief and appendix as a single text-searchable PDF.
- Include internal hyperlinks for citations to items included in the appendix. Internal hyperlinks to other parts of the brief are recommended. External hyperlinks are not allowed.
- The following word limits apply: appellant brief and appellee brief (13,500), appellant reply brief (6500), cross-appellant combined brief (18,000), cross-appellee combined brief (16,000), cross-appellant reply brief (6500) and amicus brief (4000).
 - The cover page, the table of contents, the table of authorities, the statement of issues, appendices, certifications and the signature block do not count toward the word limit.

⁶ Note that § 67-8 has separate provisions for appeals filed before or on/after October 1, 2021.

- When a claim relies on the state constitution as an independent ground for relief, the clerk shall, upon request, grant an additional 2000 words for the appellant and appellee briefs and an additional 800 words for the reply brief, which words are only to be used for the state constitutional argument.
- Use 12 point Century Schoolbook or New Century Schoolbook for all text except headings, which must be 14 point Georgia or New Baskerville Book. Fonts must be embedded.
- Page format: Line spacing 1.3x; 1½ inch margins on all sides; left aligned text. Footnotes shall have the same format as body text. Block quotes shall have the same format as body text except that they shall be indented once.
- Use **bold face** or *italic* emphasis tools in place of underlining.
- Sections must be marked sequentially using numbers or letters. Increased use of subheadings is recommended.
- Bullets should be used to delineate examples or support for argument.
- Starting with the cover, and including the appendix, number each page "Page [page number] of [total number of pages]," e.g. "Page 6 of 10." If the paper appendix is large enough to require binding separate from the brief, include the cover page in the electronic appendix to ensure that the page numbering scheme is consistent.
- Bookmarks are required and must link to sections of the brief and appendix. Additional information can be found in the [Guide to Electronic Briefing in the Supreme and Appellate Courts](#) on the Supreme and Appellate Courts' [E-Services self-help page](#).
- [Additional certifications](#) are required which shall include the word count of the brief, a statement that the electronic brief is filed in compliance with the Practice Book, and a list of approved deviations, or that no deviations were requested/approved.

- To request a deviation from this format, a filer may file a *Request Regarding Electronic Briefing Requirements*⁷ stating both the compelling reason for the request and the modification, e.g. the number of additional words, sought.
- Visual aids—images, photographs, graphs, illustrations, diagrams, charts or tables⁸—may be included to better present information or arguments but should not be used in excess. Visual aids have the following requirements:
 - Must not include material that is confidential or otherwise sealed from disclosure, that contains personal identifying information protected by law, that depicts a minor or that is of an explicit sexual nature.
 - Must be supported by appropriate citation, if applicable.
 - Must be a reproduction of materials in the record or derived from information in the record.
 - If a reproduction of material in the record differs in size from such material, include a footnote on the page it appears stating there has been a reduction or enlargement and the dimensions of the original.
 - Must be of such quality that ensures a legible and accurate representation of the material, including color⁹ if relevant.
 - Any words contained must be included in the word count.

⁷ The E-Filing path for this document is in the motions section.

⁸ Videos may not be included.

⁹ A color photograph marked or admitted as an exhibit in the trial court may only be reproduced in color.

Briefing in Appeals Filed Before October 2021

- Practice Book § 67-2 *et seq.*¹⁰ control and provide greater detail.
- The appellant must provide an appendix part one in compliance with Practice Book § 67-8.¹⁰
- If the appeal is in the Supreme Court, twelve legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk. If the appeal is in the Appellate Court, eight legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk.
 - The briefs shall have heavy paper covers as follows: appellant (light blue); appellee or cross-appellant (pink); reply, cross-appellee or cross-appellant reply (white); amicus (light green)
- The brief and appendix, if any, must be uploaded electronically as separate documents.¹¹
- The following page limits apply: appellant brief and appellee brief (35), appellant reply brief (15), cross-appellant combined brief (50), cross-appellee combined brief (40), cross-appellant reply brief (15) and amicus brief (10).
 - Where a claim relies on the state constitution as an independent ground for relief, the clerk shall, upon request, grant an additional five pages for the appellant and appellee briefs, and an additional two pages for the reply brief, which pages are to be used for the state constitutional argument only
- Use 12 point or larger Arial or Univers for all text.
- Page format: 8½ by 11 inch paper; double spaced (footnotes and block quotes may be single spaced); margins of 1 inch at top and bottom, 1¼ inch at left and ½ inch at right

¹⁰ Note that § 67-2 *et seq.* have separate provisions for appeals filed before or on/after October 1, 2021.

¹¹ The requirement to upload electronically is waived if the filer is exempt or excluded from E-Filing per Practice Book § 60-8.

- The brief and appendix shall be numbered separately. The brief shall be single-sided and numbered at the bottom center of the page, beginning at the first page after the cover. The appendix may be single- or double-sided, and it shall be numbered sequentially A1, A2..., beginning at the first page after the cover.

Briefing for Filers Exempt or Excluded from E-Filing in Appeals Filed On or After October 1, 2021

- Practice Book § 67-2 *et seq.*¹² control and provide greater detail.
- If the appeal is in the Supreme Court, twelve legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk. If the appeal is in the Appellate Court, eight legible photocopies of each brief and appendix, if any, shall be filed with the appellate clerk. Briefs and appendices shall have a front cover of white heavy paper.
- The following page limits apply: appellant brief and appellee brief (35), appellant reply brief (15), cross-appellant combined brief (50), cross-appellee combined brief (40), cross-appellant reply brief (15) and amicus brief (10).
 - Where a claim relies on the state constitution as an independent ground for relief, the clerk shall, upon request, grant an additional five pages for the appellant and appellee briefs, and an additional two pages for the reply brief, which pages are to be used for the state constitutional argument only
- Use 12 point or larger Arial or Univers for all text.
- Page format: 8½ by 11 inch paper; double spaced (footnotes and block quotes may be single spaced); margins of 1 inch at top and bottom, 1¼ inch at left and ½ inch at right
- Starting with the cover, and including the appendix, number each page "Page [page number] of [total number of pages]," e.g. "Page 10 of 10." If the appendix is large enough to require binding separate from the brief, include the cover page of the appendix in the page numbering scheme. The brief shall be single-sided, and the appendix may be single- or double-sided.

¹² Note that § 67-2 *et seq.* have separate provisions for appeals filed before or on/after October 1, 2021.