

Formatting Guidelines for an Appendix

The Court requires all electronic filers to comply with rule 8.74, California Rules of Court, which governs formatting for electronic documents. These additional guidelines are provided to assist you in preparing electronic documents but do not supplant the requirements of the California Rules of Court.

Text Searchable:

Documents must be in text-searchable Portable Document Format (PDF).

Pagination:

Number pages consecutively beginning with the cover page of the appendix to the final page of the appendix, using only the Arabic numbering system, as in 1, 2, 3, and the assigned prefixes listed below. Do *not* use Roman Numerals or any other pagination method for tables or anywhere else within the appendix.

AA = Appellant's Appendix (e.g., AA101)

RA = Respondent's Appendix (e.g., RA150)

ARA = Appellant's Reply Appendix (e.g., RA132)

JA = Joint Appendix (e.g., JA035)

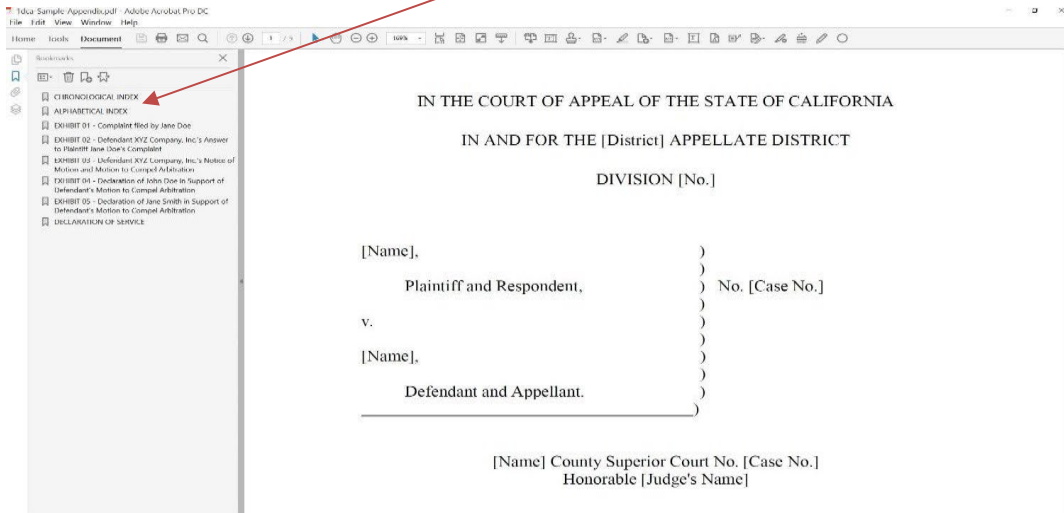
Ensure that page numbers listed in the indices match both the pages within the appendix and the PDF viewer (e.g., Adobe Reader and Adobe Acrobat) page counter. This allows the court and the parties to accurately locate the cited pages and ensures that page citations are consistent throughout the appendix.

When submitting documents electronically, the parties may exceed the 300-page limit as long as the file size is 25 megabytes or smaller, and its individual components comply with the 300-page volume requirement (Cal. Rules of Court, rule 8.74(a)(5)). An appendix that exceeds 25 megabytes can be submitted in segments of 25 megabytes or less. Each segment must be numbered consecutively from the first page of the first segment to the last page of the last segment, using only the numbering system mentioned above. For example, an appendix containing a total of 75 megabytes must be filed in 3 segments containing 25 megabytes or less and must be page numbered consecutively 1 through 900 for the entire document even though it is filed in segments. The first segment should

contain a cover page and the master chronological and alphabetical indices for all volumes. Each volume should contain a cover page, indicating the segment number for that file and the total number of segments for that document, the volumes contained in that segment, and page numbers included within the volume, e.g., File 2 of 4, Volumes 3-4, pp. 301-499. Documents containing more than 10 segments must comply with rule 8.74(a)(6), California Rules of Court, governing manual filing of electronic documents.

Bookmarks:

An electronic appendix must have bookmarks to the indexes and to the first page of each separate exhibit or attachment. Exhibits or attachments within an exhibit or attachment must be bookmarked. All bookmarks must be set to retain the reader's selected zoom setting.



A bookmark is a text link that appears in the **Bookmarks Panel** of the PDF program used. In this example using Adobe, clicking on the **“Complaint”** would take the reader to that part of the document.

