

Formatting Guidelines for Briefs

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 for briefs filed in connection with appeals are provided to assist you in preparing electronic briefs but do not supplant the California Rules of Court.

Text Searchable:

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

Pagination:

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

Ensure that page numbers listed in the Table of Contents match both the pages within the document 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 brief.

Bookmarks:

Briefs must contain an electronic bookmark to each heading, subheading, and the first page of any component of the brief, including any table of contents, table of authorities, statement, memorandum or argument, declaration, certificate of word count, certificate of interested entities or persons, proof of service, exhibit, or attachment.

Briefs that contain exhibits or attachments should list the exhibits or attachments in the Table of Contents identifying the exhibits or attachments by number with a brief description as well as include electronic bookmarks for each of the exhibits or attachment.

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 “Argument” would take the reader to that part of the document.

