

***Electronic Formatting Requirements of the Fourth District Pursuant to California  
Rules of Court, Rule 8.72(a) and 8.74(b)***

*effective February 16, 2017*

1. All documents must be text-searchable, in PDF (portable document format) while maintaining the original document formatting.
2. The page numbering of a document filed electronically must begin with the first page or cover as page 1 and use only Arabic numerals (e.g., 1, 2, 3).
3. In appeals, a brief must include electronic bookmarks to each heading, subheading and component of the brief (such as the table of contents, table of authorities, certificate of word count, certificate of interested entities or persons, and proof of service if included with the brief), and to the first page of each exhibit or attachment, each bookmark to an exhibit or attachment must include the letter or number of the exhibit or attachment and a description of the exhibit or attachment. *If the exhibits or attachments are submitted in multi-part electronic files, each separate file must have its own cover page and a chronological & alphabetical index with bookmarks stating the contents of each volume.*
4. In original proceedings, a petition or response must include electronic bookmarks to each heading, subheading and component (such as the table of contents, table of authorities, petition, verification, points and authorities, declaration, certificate of word count, and proof of service if included within the petition), and to the first page of each exhibit or attachment, if any; each bookmark to an exhibit or attachment must include the letter or number of the exhibit or attachment and a description of the exhibit or attachment. *If exhibits or attachments are submitted in multi-part electronic files, each separate file must have its own cover page and table of contents with bookmarks of the contents of each file.*
5. In motions, a motion must include electronic bookmarks to each component (such as points and authorities, declarations, and proof of service), and to the first page of any exhibits or attachment. Each bookmark to an exhibit or attachment must include the letter or number of the exhibit or attachment and a description of the exhibit or attachment. *If exhibits or attachments are submitted in multi-part electronic files, each separate file must have its own table or index with bookmarks of the contents of the file.*
6. No single PDF file may exceed a total of 25 megabytes. If a filing exceeds this file size limitation the TrueFiling user must either (a) submit the filing multiple parts or (b) provide the court with the filing in electronic format on a CD (compact disc), DVD or flash drive. Please note any audio files must be submitted in .wav or mp3 format and any video files must be submitted in .avi or mp4 format.