

Formatting Guidelines for an Appendix

To ensure that your appendix is not rejected by the court, please comply with the following guidelines.

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. Do *not* use Roman Numerals or any other pagination method for tables or anywhere else within the appendix.

Ensure that page numbers listed in the Table of Contents or Indices match both the pages within the appendix and the Adobe 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.

Notwithstanding California Rules of Court, rules 8.124(d)(1), 8.144(c)(1) and 8.486(c)(1)(A), when submitting documents electronically, the parties may exceed the 300 page limit as long as the file size is 25 megabytes or smaller. 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 Arabic numbering system, as in 1, 2, 3. 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 index for all volumes. These requirements are necessary because the segments are merged together into one document at the court for the court's use.

Bookmarks:

The Table of Contents or Index must include an electronic bookmark for each heading corresponding to the heading in the text, including the heading “Table of Contents” or “Index.”

A bookmark is a text link that appears in the **Bookmarks Panel** of Adobe Reader and Adobe Acrobat. In this example, clicking on the “Minute Order” would take the reader to that part of the document.

