

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 (first) 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), electronically filed documents may exceed the 300-page limit as long as the file size is 25 megabytes or smaller. An appendix that exceeds 25 megabytes must be submitted in multiple volumes of 25 megabytes or less. Each volume must be numbered consecutively from the first (cover) page of the first volume to the last page of the last volume, using only the Arabic numbering system, as in 1, 2, 3. Each volume should contain a cover page, indicating the volume number and alphabetical and chronological indexes pursuant to the electronic filing requirements of the Fourth District (CRC, Rule 8.72(a) and 8.74(b)). Also, the indexes themselves should be included as part of the sequential pagination. Slip sheets are not necessary because of bookmarks. If slip sheets are used, they must be included as part of the sequential pagination.

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.

