

Formatting Guidelines for Exhibits to Petition

To ensure that your exhibits to your petition are not rejected by the court, please comply with the following guidelines.

Pagination:

Number pages consecutively beginning with the cover (first) page of the exhibits to the final page of the exhibits, 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 exhibits.

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

Notwithstanding California Rules of Court, rules 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. Exhibits that exceed 25 megabytes must be submitted in volumes of 25 megabytes or less. Each volume must be numbered consecutively from the first 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 must contain a cover page indicating the volume number and a table of contents.

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 “Exhibit 1” would take the reader to that part of the document.

