

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, and the assigned prefixes listed below. Do *not* use Roman Numerals or any other pagination method for tables or anywhere else within the appendix.

AA = Appellant's Appendix (e.g., AA101)

RA = Respondent's Appendix (e.g., RA150)

ARA = Appellant's Reply Appendix (e.g., ARA132)

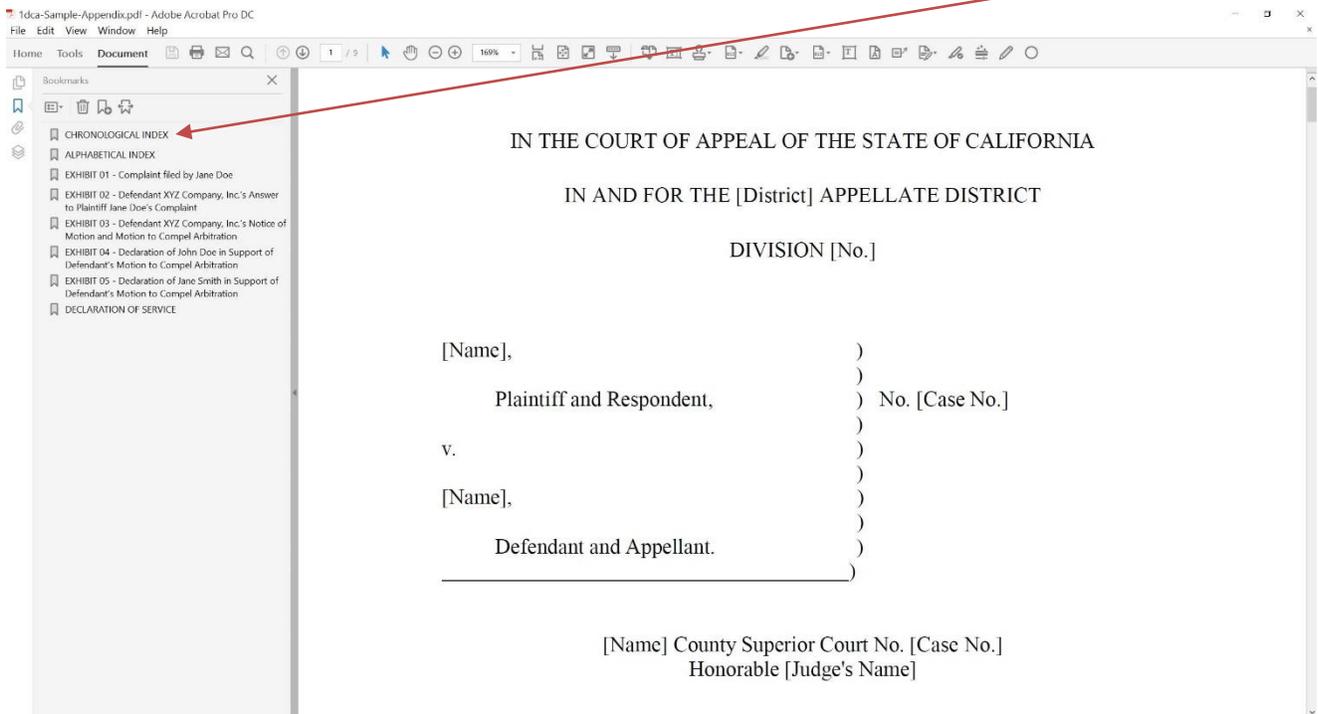
JA = Joint Appendix (e.g., JA035)

Ensure that page numbers listed in the 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 numbering system mentioned above. 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 chronological and alphabetical indices for all volumes. Each volume should contain a cover page, indicating the volume number and page numbers included within the volume. The remaining segments should only contain an individual chronological index. An individual alphabetical index is not required for the remaining segments.

Bookmarks:

The Index must include an electronic bookmark for each heading corresponding to the heading in the text, including the heading **“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 **“Complaint”** would take the reader to that part of the document.

