

Formatting Guidelines for Petitions

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

Pagination:

Number pages consecutively beginning with cover page of the petition to the final page, 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 petition.

Ensure that page numbers listed in the Table of Contents match both the pages within the document 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 petition

Bookmarks:

The Table of Contents must include an electronic bookmark for each heading corresponding to the heading in the text, including the heading “Table of Contents.” Petitions that contain exhibits under the same cover should list the exhibits in the Table of Contents identifying the exhibits as well as include electronic bookmarks for each of the exhibits.

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



The screenshot displays the Adobe Reader interface for a legal document. On the left, the 'Bookmarks' panel is visible, listing various sections of the document. A red arrow points from the 'Table of Contents' bookmark to the corresponding heading in the main document area. The document is a petition filed in the Court of Appeal, Fourth Appellate District, Division One. The document includes the following text:

Court of Appeal, Fourth Appellate District, Division One
Kevin J. Lane, Clerk/Administrator
Electronically RECEIVED on 9/1/2016 at 4:13:11 PM
Sup. Court Case No.
37-2015-00029346

Court of Appeal, Fourth Appellate District, Division One
Kevin J. Lane, Clerk/Administrator
Electronically FILED on 9/1/2016 by Jose Rodriguez, Deputy Clerk
Trial set for
Sept. 16, 2016

**IN THE COURT OF APPEAL
OF THE STATE OF CALIFORNIA**

FOURTH APPELLATE DISTRICT
DIVISION ONE

**BALBOA AMBULANCE INC., a California Corporation, dba BALBOA
AMBULANCE SERVICE and ANTHONY ROWLAND,**

Petitioners

vs.

**THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF SAN DIEGO,**