

Formatting Guidelines

The Court requires all electronic filers to comply with rule 8.74, California Rules of Court, which governs formatting for electronic documents. These additional guidelines for briefs, motions, appendices, writ petitions and other documents filed in connection with appeals or original proceedings are provided to assist you in preparing electronic documents but do not supplant the requirements of the California Rules of Court.

Text Searchable:

Documents must be in text-searchable portable document format.

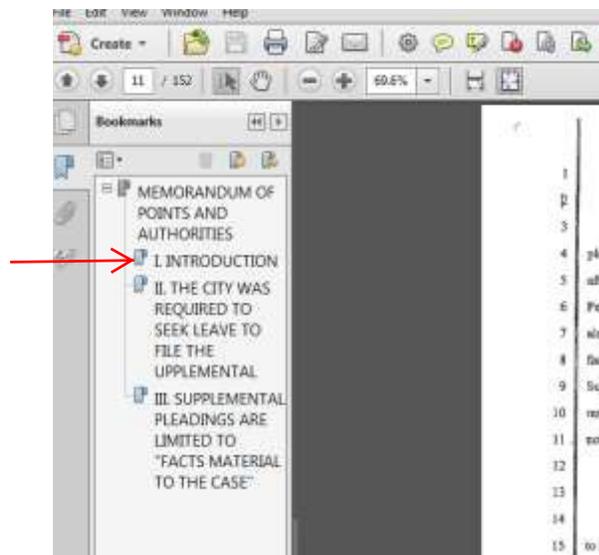
Pagination:

Number pages consecutively *beginning with the cover page of the document*, using only the Arabic numbering system, as in 1, 2, 3. Do *not* use a separate pagination system for tables within the document. The page number does not need to appear on the cover page.

Bookmarks:

Briefs, motions, and petitions: Each electronic document must include an electronic bookmark to each heading, subheading, and the first page of any component of the document, including any table of contents, table of authorities, petition, verification, memorandum, declaration, certificate of word count, certificate of interested persons, proof of service, exhibit, or attachment. Each electronic bookmark must briefly describe the item to which it is linked.

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



Appendices and exhibits: An electronic appendix must have bookmarks to the indexes and to the first page of each separate exhibit or attachment. Exhibits or attachments within an exhibit or attachment must be bookmarked. An electronic bookmark to an exhibit or attachment must include the letter or number of the exhibit or attachment and a brief description of the exhibit or attachment.

Where appendices or exhibits are submitted in multi-part electronic files, the first file must include a master chronological and alphabetical index stating the contents for all files. Each separate file should have a cover page stating (a) the file number for that file and the total number of files for that document, (b) the volumes contained in that file, and (c) the page numbers contained in that file, e.g. File 2 of V. Volumes 3-4, pp. 301-499. Each file must be paginated consecutively across all files in the document, including the cover pages. Each volume must contain bookmarks corresponding to the items contained in the document. Documents consisting of more than 10 files must comply with rule 8.74(a)(6), California Rules of Court, on manual filing.