

## **Formatting Guidelines for Exhibits to Petition**

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 petitions 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:**

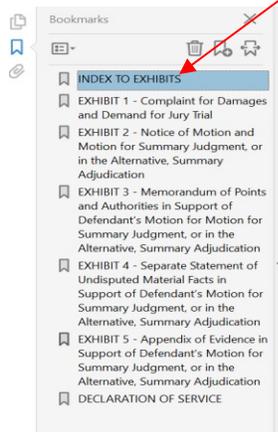
Number pages consecutively beginning with the cover page of the exhibits to the final page of the exhibits, using only the Arabic numbering system, as in 1, 2, 3. Do not use Roman Numerals or any other pagination method for tables or anywhere else within the exhibits.

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

When submitting documents electronically, the parties may exceed the 300-page limit as long as the file size is 25 megabytes or smaller. (Cal. Rules of Court, rule 8.74(a)(5).) Exhibits 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 Arabic numbering system, as in 1, 2, 3. For example, exhibits containing a total of 75 megabytes and 900 pages 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 must contain a cover page and the master chronological and alphabetical indices for all volumes. Each volume should contain a cover page, indicating the segment number for that file and the total number of segments for that document, the volumes contained in that segment, and page numbers included within the volume, e.g. File 2 of 4, Volumes 3-4, pp. 301-499. Documents containing more than 10 segments must comply with rule 8.74(a)(6), California Rules of Court, governing manual filing of electronic documents.

## Bookmarks:

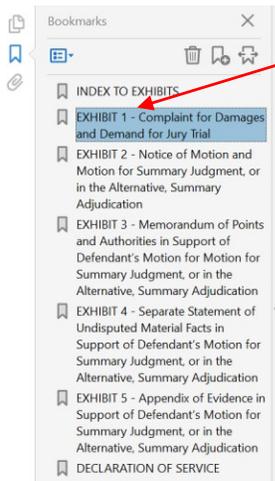
Exhibits must have bookmarks to the indexes and to the first page of each separate exhibit. Exhibits or attachments within an exhibit or attachment must be bookmarked. Exhibits must be identified by number with a brief description of the exhibit. All bookmarks must be set to retain the reader's selected zoom setting.



### Master Chronological Index to Exhibits to Petition for Writ

Exh. No.	Description	Date	Vol. No.	Page No.
1	Complaint for Damages and Demand for Jury Trial	10/07/14	1	5
2	Notice of Motion and Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/02/15	1	13
3	Memorandum of Points and Authorities in Support of Defendant's Motion for Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/02/15	1	19
4	Separate Statement of Undisputed Material Facts in Support of Defendant's Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/02/15	1	46
5	Appendix of Evidence in Support of Defendant's Motion for Summary Judgment, or in the Alternative, Summary Adjudication	02/18/16	2	121

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.



### EXHIBIT 1 *Complaint for Damages and Demand for Jury Trial*