

**Electronic Briefing Checklist**

- Brief Filed
- Brief Returned
- Case Disposed
- No Electronic Access (§ 60-7 (c))

**OFFICE OF THE APPELLATE CLERK  
STATE OF CONNECTICUT  
SUPREME AND APPELLATE COURT**

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Case Number: SC / AC \_\_\_\_\_ Case Name: \_\_\_\_\_

Brief of:  Appellant  Appellee  Reply Brief  Appellee/Cross Appellant  Cross Appellee/Appellant Reply  Amicus  Supplemental

**Electronic Briefing**

Yes / No

- Cover page (top center) "Filed Under the Electronic Briefing Rules"
- Briefs and appendices filed as text searchable single PDF
- 1 1/2 inch margins on all sides
- Uniform line spacing (between 1.3x and 1.5x, including block quotes and foot notes)
- 12 point serif font (including footnotes)
- Headings – 14 point serif font
- Left aligned text
- Bold face or italic emphasis tools (not underlined)
- Sequentially numbered sections
- Single paginated scheme (Page 1 of x, starting with the cover page)
- Includes bookmarks<sup>1</sup>
- Includes distinguishable, internal hyperlinks for citations to party appendix

**Copy Requirements (briefs and appendices)**

Yes / No

- Supreme Court – 2 copies
- Appellate Court – 2 copies

**Brief**

- Brief pages single sided
- Securely bound
- Timely filed (previous return date \_\_\_\_\_)
- Additional \_\_\_\_\_ words approved
- Word count listed on brief \_\_\_\_\_

**Party Appendix (optional)**

- Table of contents
- Pages numbered (single paginated scheme cont.)

**Brief Cover and Contents**

- Case caption/Court name/docket number
- Counsel information (appearance(s) and appearance on file)
- Counsel information (phone # and e-mail)
- Table of Contents
- Table of Authorities
- Statement of Issues
- Statement of Proceedings/Facts
- Argument
- Conclusion stating precise relief sought
- Signature

**Comments**

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**Certifications**

- The brief and party appendix have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order, or case law; and
- A copy of the brief and party appendix was sent electronically to each counsel of record in compliance with sec 62-7 (incl. names & contact info), except for counsel of record exempt from electronic filing and to whom a paper copy was sent; and
- The brief and party appendix filed with the appellate clerk are true copies of the brief and party appendix that were submitted electronically; and
- The brief and party appendix comply with all provisions of this rule (P.B sec. 67-2A); and
- Certification of the word count<sup>2</sup> of the brief; and**
- Certification listing the approved deviations from this rule or that no deviations requested/approved.**

<sup>1</sup> A bookmark is a text link that allows readers to quickly navigate to different sections of a document.

<sup>2</sup> Appellant brief – 13,500 words; appellee brief – 13,500 words; appellant or cross appellant reply brief – 6,500 words; appellee-cross appellant combined brief – 18,000 words; appellant-cross appellee combined brief and reply – 16,000 words.