

Briefing Checklist – For Excluded or Exempt Filers

- 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

Brief Formatting

Yes / No

- Typewritten on white 8 1/2 x 11 inch paper
- 12 point or larger Arial or Univers font
- Pages numbered (bottom, center of page)
- Single paginated scheme (Page 1 of x, starting with cover page)
- Brief pages single sided (party appendices may be copied on both sides)
- Brief text double-spaced (block quotes and footnotes may be single spaced)
- Minimum margins (top, 1 inch; left, 1 1/4 inches; right, 1/2 inch; bottom, 1 inch)
- Firmly bound (at points approximately 1/4, 1/2, and 3/4 length of page)
- Does not exceed 3 lines to vertical inch or 27 lines per page (including block quotes and footnotes)
- Permission to handwrite previously granted

Copy Requirements (briefs and appendices)

Yes / No

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

Brief

- Timely filed (previous return date _____)
- Brief is not overlong¹
- Additional _____ pages approved

Party Appendix (optional)

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

Brief Cover and Contents

- White cover page (brief and separately bound appendices)
- 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

Certifications

- The brief and 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 appendix was sent to each counsel of record in compliance with sec 62-7 (incl. names & contact info); and
- The brief and appendix comply with all provisions of this rule (P.B sec. 67-2).

¹ Appellant brief – 35 pages; appellee brief – 35 pages; appellant or cross appellant reply brief –15 pages; appellee-cross appellant combined brief – 50 pages; appellant-cross appellee combined brief and reply – 40 pages.