

CHECKLIST FOR BRIEFS

CONTENTS: FRAP 28 and Sixth Circuit Rule 25. Revised effective June 1, 2008. Items to be in the order indicated below.

- ___ [Corporate Disclosure Statement](#)
- ___ [Table of Contents](#)
- ___ [Table of Authorities \(alphabetically arranged\), statutes and other authorities](#)
- ___ Statement in support of oral argument
- ___ [INS Table of Authorities](#), (If Applicable)

- ***** [Page limitation, word or line count begins here, FRAP 32\(a\)\(7\)\(B\)\(iii\)](#) *****
- ___ [Jurisdictional statement](#)
- ___ [Statement of the issues](#)
- ___ [Statement of the case](#)
- ___ [Statement of the Facts, with appropriate references to the record and record on appeal](#) *see examples
- ___ [Text Reference for INS cases](#), (If Applicable)
- ___ [Summary of argument](#)
- ___ [Applicable standard of review for each issue, may appear in the discussion of each issue or under separate heading place before the discussion of the issues](#)
- ___ [Argument, with citations to the authorities, statutes and with appropriate references to the record and record on appeal](#) *see examples below
- ___ [Signed Conclusion](#)
- ***** [Page limitation, word or line count ends here, FRAP 32\(a\)\(7\)\(B\)\(iii\)](#) *****

- ___ **Appearance form filed?**
- ___ [Certificate of Compliance as required by FRAP 32\(a\)\(7\); if necessary](#)
- ___ [Dated Certificate of Service](#)
- ___ [Addendum if necessary](#)
- ___ Social Security cases: copies of the notice appeal, opinion & order, report & recommendation & any objections

REFERENCE EXAMPLES: References to the record and record on appeal are to be placed in parentheses following the text for which the reference is made.

R record entry number as assigned on the district court docket sheet

ROA record on appeal compiled by the Court of Appeals

Brief (R.23, "Motion of appellant for summary judgment, Record Entry No. 21, pp. 2-3; ROA pp. 82-83" or "Trial testimony of plaintiff, Record Entry No. 53, p.1; ROA p. 139"

TYPEFACE: FRAP 32(a)(5) and LENGTH: FRAP 32(a)(7).

___ Proportionally spaced font. Use **CG Times** or **Times New Roman** both at 14-point. *See attached typeface samples.

- 1) **Principal brief, may not exceed 30 pages, unless it complies with FRAP 32(a)(7)(B) and (C): no more than 14,000 words with a certificate of compliance.**
- 2) Reply brief, may not exceed 15 pages, or no more than half of the type-volume of principal briefs.
- 3) Headings, footnotes, and quotations count toward the word limitation.

****OR****

___ Monospaced font. Use **Courier New** at 12 point. *See attached typeface samples.

- 1) **Principal brief, may not exceed 30 pages, unless it complies with FRAP 32(a)(7)(B) and (C): no more than 14,000 words or 1,300 lines of text with a certificate of compliance.**
- 2) Reply brief, may not exceed 15 pages, or no more than half of the type-volume of principal briefs.
- 3) Heading, footnotes, and quotations count toward the word or line limitation.

OTHER REQUIREMENTS:

- ___ Footnotes: Must be the same sized text as used in the body of the brief
- ___ Serial pagination
- ___ Paper size, 8 1/2 by 11 inches
- ___ Double spaced
- ___ Margins: at least one inch on all four sides
- ___ Pre-Sentence Report in criminal appeals, see 6th Cir. R. 10(a)(3)

COVER OF BRIEF: FRAP 32(a)(2),

- ___ Sixth Circuit case number
- ___ Heading: "United States Court of Appeals for the Sixth Circuit"
- ___ Title of case
- ___ Nature of proceedings & name of court, agency or board below
- ___ Title of the brief [e.g., "Brief of Appellant"]
- ___ Name/s and address/es of counsel representing the party for whom the brief is filed Appearance form filed previously?