

## CHECKLIST FOR BRIEFS

CONTENTS: FRAP 28(a) and Sixth Circuit Local Rule 28.

Items listed in order of appearance in the brief.

- \_\_\_ Corporate Disclosure statement
- \_\_\_ Table of contents
- \_\_\_ Table of cases (alphabetically arranged), statutes and other authorities
- \_\_\_ Statement in support of oral argument
- \_\_\_ Fact Sheet for Habeas Corpus, Motion to Vacate, Title VII & Social Security appeals
- \_\_\_ Jurisdictional statement
- \_\_\_ Statement of the issues
- \_\_\_ Statement of the Case
- \_\_\_ Statement of the Facts **with appropriate references to the record and joint appendix** (6th Circuit Rule 28(a)). *\*(see examples)\**
- \_\_\_ Summary of argument
- \_\_\_ Argument, with citations to the authorities, statutes and **with appropriate references to the record and joint appendix** *\*(see examples)\**
  - \_\_\_ Applicable standard of review for each issue (FRAP 28(a)(9)(B))
- \_\_\_ Conclusion
- \_\_\_ Signature: \_\_\_ **Appearance form filed?**
- \_\_\_ Certificate of Compliance as required by Rule 32(a)(7); if necessary
- \_\_\_ Certificate of Service
- \_\_\_ Addendum if necessary
- \_\_\_ Designation of appendix contents
- \_\_\_ Social Security cases: notice of appeal, opinion & order, report & recommendation & any objections

\*REFERENCE EXAMPLES: *References to the record to be placed in parenthesis ( ) following the text for which the reference is made.*

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

TR= transcript

APX = appendix

**Proof Brief** (R.23 Memorandum opinion & order, pg. 12, Apx. pg. \_\_\_)  
(William Redden at TR 303, 330, Apx. pg. \_\_\_)

**\*\*Final Brief** (R. 23 Memorandum opinion & order, pg. 12, Apx. pg.98)  
(William Redden at TR 303, 330, Apx. pg.75)

*\*\*The joint appendix page number is added to the reference in the final brief.\*\**

FORM OF BRIEFS: **IMPORTANT NEW RULES CHANGES** in FRAP 32 and Sixth Circuit Local Rules 31 & 32

Typeface: FRAP 32(a)(5)

\_\_\_ Proportionally (*each character or letter has its own width*) spaced font must include serifs (*letters with feet*), but san-serif (*without feet*) may be used in headings and captions. Face must be 14-point or larger. (examples: CG Times & Times New Roman at 14 point)

**or**

\_\_\_ Monospaced (*each character or letter has the same width, including empty spaces*) font may not contain more than 10½ characters per inch. (example: Courier New at 12 point)

Length: FRAP 32(a)(7)

\_\_\_ Page Limitation. Principal briefs 30 pages, Reply brief 15 pages

**or**

\_\_\_ Type-volume Limitation. Principal brief no more than 14,000 words; or if using a monospaced face contains no more than 1,300 lines of text. Headings, footnotes, and quotations count toward the word and line limitations. Reply brief contains no more than half of the type-volume of principal briefs.

\_\_\_ Serial pagination

\_\_\_ Secure binding on left hand side that does not obscure the text and permits the brief to lie reasonably flat when open. (DO NOT use Acco fasteners).  
(Spiral binding preferred)

\_\_\_ Paper size, 8 ½ by 11 inches

\_\_\_ Double spaced

\_\_\_ Margins: at least one inch on all four sides

\_\_\_ Proof brief, 1 original

\_\_\_ Final brief, 1 original & 6 copies

COVER OF BRIEF: FRAP 32(a)(2), (No clear or colored plastic overlays)

\_\_\_ Proper color:

Appellant-blue; Appellee-red; Intervenor or Amicus-green;

Reply-gray; Joint Appendix-white

Cross-Appeal:

First-blue; Second-red; Third-yellow; Fourth-gray; Joint Appendix-white

\_\_\_ 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