

**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
- ☐ ☐ 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)
- ☐ ☐ 1 inch margins on all sides
- ☐ ☐ Firmly bound (to preserve integrity of the document, but easy to remove binding for scanning)
- ☐ ☐ 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 – 1 copy
- ☐ ☐ Appellate Court – 1 copy

**Brief**

- ☐ ☐ Timely filed (previous return date \_\_\_\_\_)
- ☐ ☐ Brief is not overlong<sup>1</sup>
- ☐ ☐ 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/nature of brief
- ☐ ☐ Counsel information (appearance(s) and appearance on file)
- ☐ ☐ Counsel information (phone # and e-mail)
- ☐ ☐ 12 point or larger font
- ☐ ☐ Table of Contents
- ☐ ☐ Statement of Issues
- ☐ ☐ Table of Authorities
- ☐ ☐ Statement of Proceedings/Facts
- ☐ ☐ Argument
- ☐ ☐ Conclusion stating precise relief sought
- ☐ ☐ Signature

**Comments**

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**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).

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<sup>1</sup> 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.