

**ATTACHMENT B**

## **GEORGIA COURT OF APPEALS CHECKLIST FOR APPELLEE’S BRIEF**

<b>SUBJECT</b>	<b>REQUIREMENTS</b>	<b>RULE</b>
	<b>I. GENERAL</b>	
COPIES	<ul style="list-style-type: none"> <li>File one original.</li> </ul>	Rule 6
FILING DATE FOR PAPER SUBMISSIONS	<ul style="list-style-type: none"> <li>A document will be deemed filed on the date it was physically received in the Clerk’s Office with sufficient costs and stamped filed. If mailed, it will be deemed filed on the date it was postmarked by the U.S. Postal Service or on the commercial carrier’s transmittal form if the package is properly addressed, postage prepaid, and date is legible.</li> </ul>	Rule 4 (a); 4 (b); 4 (c)
E-FILING	<ul style="list-style-type: none"> <li>Certain documents are permitted to be filed electronically.</li> <li>Self-represented parties may file briefs as paper copies.</li> <li>See e-filing instructions at <a href="http://www.gaappeals.us">www.gaappeals.us</a>.</li> </ul>	Rule 4 (d); 46
DEADLINE TO FILE	<ul style="list-style-type: none"> <li>Within 40 days after the appeal is docketed or 20 days after the filing of appellant’s brief, whichever is later.</li> </ul>	Rule 23 (b)
EXTENSION TO FILE BRIEFS	<ul style="list-style-type: none"> <li>Extensions of time to file briefs must be requested by motion and are subject to the Court’s discretion.</li> <li>All extensions are by written order.</li> <li>Failure to request an extension of time prior to the deadline may result in non-consideration of the motion or dismissal of the appeal.</li> </ul>	Rule 16 (b)
BRIEF REQUIRED	<ul style="list-style-type: none"> <li>Briefs must be filed in all cases.</li> <li>If you have companion, related, or combined cases, you must file a brief in each case, but the brief may state the adoption of portions of the related brief.</li> </ul>	Rule 23 (a)
	<b>II. PREPARATION</b>	
PAPER	<ul style="list-style-type: none"> <li>Typed or printed on 8 ½” x 11” white paper.</li> <li>Top bound with staples or fasteners (round head/ACCO) (Unless e-filing.)</li> </ul>	Rule 2 (c) (1)
SPACING	<ul style="list-style-type: none"> <li>No less than double spacing between the lines.</li> <li>This EXCLUDES quotations and footnotes.</li> </ul>	Rule 2 (c) (2)
FONT	<ul style="list-style-type: none"> <li>Times New Roman Regular 14 pt. (printed / e-filed).</li> <li>No smaller than ten characters per inch (typed).</li> </ul>	Rule 2 (c) (3)

MARGINS	<ul style="list-style-type: none"> <li>• All: Not less than one inch.</li> <li>• Writing on only one side of each sheet.</li> </ul>	Rule 24 (c)
PAGE #	<ul style="list-style-type: none"> <li>• Arabic numerals at the bottom of the pages.</li> </ul>	Rule 24 (e)
PAGE LIMITS (PAPER FILINGS)	<ul style="list-style-type: none"> <li>• Civil: 30 pages / Criminal: 50 pages.</li> <li>• Supplemental: 15 pages.</li> <li>• Do not attach exhibits.</li> <li>• Page limits do not include: 1) Table of Contents, 2) Table of Citations, 3) Cover Sheet, 4) Certificate of Service.</li> </ul>	Rule 24 (f); 24 (g)
WORD COUNT LIMITS (ELECTRONIC FILINGS)	<ul style="list-style-type: none"> <li>• Civil: 8,400 words / Criminal: 14,000 words.</li> <li>• Supplemental: 4,200 words.</li> <li>• Do not attach exhibits.</li> <li>• Word count limits do not include: 1) Table of Contents, 2) Table of Citations, 3) Cover Sheet, 4) Certificate of Service.</li> </ul>	Rule 24 (f); 24 (g)
<b>III. STRUCTURE &amp; CONTENT</b>		
CASE #	<ul style="list-style-type: none"> <li>• Ensure the correct Case Number is located on the brief.</li> </ul>	
PART 1	<ul style="list-style-type: none"> <li>• Table of Contents and table of authorities cited if brief is of significant length or complexity,</li> </ul>	Rule 25 (b)
PART 2	<ul style="list-style-type: none"> <li>• Brief introduction setting out key issues and your arguments on appeal.</li> </ul>	Rule 25 (b)
PART 3	<ul style="list-style-type: none"> <li>• Brief statement explaining why your case is properly in this Court if you disagree with appellant's presentation.</li> </ul>	Rule 25 (b)
PART 4	<ul style="list-style-type: none"> <li>• Set forth any material inaccuracy or incompleteness of the statement of facts in the appellant's brief and add facts you think are necessary.</li> </ul>	Rule 25 (b)
PART 5	<ul style="list-style-type: none"> <li>• Summarize arguments in the body of your brief if your brief is significantly long or complex</li> </ul>	Rule 25 (b)
PART 6	<ul style="list-style-type: none"> <li>• Argument and the citation of authorities to support each enumeration of error.</li> </ul>	Rule 25 (b)
CITATIONS	<ul style="list-style-type: none"> <li>• Name of case, volume, page and year of Official Report.</li> <li>• Cases not yet reported: Cite by the Court of Appeals or Supreme Court case number and date of decision.</li> </ul>	Rule 24 (d)
EXHIBITS	<ul style="list-style-type: none"> <li>• Do not attach exhibits to the brief.</li> <li>• Refer to exhibits in the certified record.</li> </ul>	Rule 24 (g); 25 (a) (1)
PERSONALLY SIGN	<ul style="list-style-type: none"> <li>• Brief must be personally signed by self-represented appellee and include: 1) mailing address, 2) telephone number, 3) e-mail address, if any.</li> </ul>	Rule 2 (a)

CERTIFICATE OF SERVICE	<ul style="list-style-type: none"> <li>• Must serve a copy of all documents on each opposing counsel or self-represented party by U.S. mail, personal delivery, or electronically by agreement before filing with the Court.</li> <li>• If criminal case, serve the District Attorney.</li> <li>• Must include: 1) full name, 2) complete mailing address, 3) actual signature of appellee.</li> </ul>	Rule 2 (a); 6
SUPPLEMENTAL BRIEFS	<ul style="list-style-type: none"> <li>• Supplemental briefs may only be filed by leave of Court.</li> <li>• If permission is granted, file an original (if submitting a paper filing).</li> <li>• Not to exceed 15 pages (paper filing) or 4,200 words (e-filing).</li> <li>• Parties are not permitted to file letter briefs.</li> </ul>	Rule 24(a); 24 (f); 27 (a); 27 (b)