
ANSWER BRIEF CHECKLIST

(FLA. R. APP. P. 9.210)

DUE

- 20 days** after service of Initial Brief + mail time if served by mail [Fla. R. App. P. 9.420(d) and (e); 9.210 (f)]

FORMAT Fla. R. App. P. 9.210

- 8½ x 11 inch paper (opaque, white, unglossed)
- Double spaced
- Exceptions
 - Footnotes and quotations may be single spaced but must be same size font
 - Headings and subheadings may be single spaced but must be at least as large as text font
- One (1) inch margins
- 50 page limit (excluding table of contents and citations of authority)
- Must be Times New Roman 14-point or Courier New 12-point. Fla. R. App. P. Fla. R. App. P. 9.210 (a)(2)

CONTENT

- Cover Sheet
 - Name of court
 - Style of cause (i.e., caption)
 - Case Number
 - Lower court
 - Party filing the brief (Guardian ad Litem Program, X Judicial Circuit)
 - Type of brief
 - Name and address of attorney(s) filing the brief
- Table of Contents
 - Issues presented, with page numbers Fla. R. App. P. 9.210 (c)
- Citation of Authorities
 - Alphabetical case list
 - Statutes in numerical order (and by jurisdiction)
 - Other authorities, with page numbers
- Statement of The Case And Facts
 - References to the appropriate volume and pages of the record and transcript
 - Nature of the case
 - The course of the proceedings
 - Disposition in lower tribunal
- Summary of Argument

- No more than five (5) pages; prefer less than two (2) pages
- Standard of Review for each issue
- Issues involved in primary appeal
- Conclusion: One page including statement of ruling sought

CITATIONS:

Follow Fla. R. App. P. 9.800. If the citation form needed is not included, use *The Bluebook*

BINDING:

- Stapled in upper left corner or
- Bound in book form along left side and in a manner that allows to lie flat when opened

APPENDIX

- Appendix required for appeals of non-final orders after final order on authorized motion. Fla. R. App. P. 9.130 (e)
- Appendix satisfies requirements of Fla. R. App. P. 9.220

ADMINISTRATIVE ORDERS & RULES

- I have reviewed the rules and administrative orders specific to the court in which the brief is to be filed and have verified that I have complied with all rules and requirements promulgated by the court.

FLA.R.APP.P

- I have reviewed the Florida Rules of Appellate Procedure and have verified that no exception to the general rules set forth in this checklist applies and that I have complied with all rules applicable to the specific facts and circumstances of my appeal.

FILING

- DCA: Original + three (3) copies + diskette or e-filing [see specific court's rules for prescribed format]
- Supreme Court: Original + seven (7) copies + e-file in MS Word [see AOSC04-84 (September 13, 2004) for prescribed format]
- A copy to each party