
INITIAL BRIEF CHECKLIST

(FLA. R. APP. P. 9.210; 9.130(E))

DUE:

70 days after filing Notice of Appeal of a final order [Fla. R. App. P. 9.110 (f)] OR **15 days** of the filing of the Notice of Appeal of a non-final order after final order or authorized motion [Fla. R. App. P. 9.130(3)]

FORMAT: Fla. R. App. P. 9.210

- 8½ x 11 inch paper (opaque, white, unglossed)
- Black ink
- 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 at least as large as text font.
- One (1) inch margins
- 50 page limit (excluding table of contents and citations of authority), without leave
- FONT: 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: Fla. R. App. P. 9.210 (b)

- Cover Sheet: containing the following:
 - 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: referencing the issues presented, with page references
- Citation of Authorities: listing cases alphabetically, followed by statutes in numerical order (and by jurisdiction), then other authorities, with page references
- Statement of the Case and Facts: must include and references to the appropriate volume and pages of the record and transcript made:
 - Nature of the case
 - The course of the proceedings
 - Disposition in lower tribunal

- Summary of Argument: (absolutely no more than five (5) pages; prefer less than two (2) pages)
- Argument: including:
 - Standard of Review for each issue
 - Issues involved
 - Conclusion: (page limit of one (1) page), including statement of ruling sought
- Certificate of Service: [Fla. R. App. P. 9.420]
- Certificate of Compliance: with font requirements (immediately following certificate of service) [Fla. R. App. P. 9.210]

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

ADMIN. 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 (i.e. docketing statements, pleading requirements, copies, etc).

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
- Supreme Court: Original + seven (7) copies + copy of brief on DOS formatted 3-1/2 inch diskette in WordPerfect 5.1 (or higher) format compatible in WordPerfect 10 [See Administrative Order In re: Mandatory Submission of Electronic Copies of Documents on Computer Diskette, dated November 13, 2002]
- A copy to each party