

## APPELLATE PRACTICE REPLY BRIEF CHECKLIST

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(FLA. R. APP. P. 9.210)

### DUE:

- 20 days after service of the answer brief

### FORMAT:

- 8½ x 11 inch paper (opaque, white, unglossed)
- Black ink
- Double spaced
- Exceptions:
  - Footnotes may be single spaced but must be same size font
  - Headings and subheadings may be single spaced but must be same size 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

### CONTENT:

Cover sheet must contain:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Name of court</li><li><input type="checkbox"/> Style of cause (i.e., caption)</li><li><input type="checkbox"/> Case Number</li><li><input type="checkbox"/> Lower court</li><li><input type="checkbox"/> Party filing the brief</li><li><input type="checkbox"/> Type of brief</li><li><input type="checkbox"/> Name and address of attorney(s) filing the brief</li><li><input type="checkbox"/> Table of Contents referencing the issues presented, with page references</li><li><input type="checkbox"/> Citation of Authorities, listing cases alphabetically, followed by statutes in numerical order (and by jurisdiction),</li></ul> | <ul style="list-style-type: none"><li>then other authorities, with page references</li><li><input type="checkbox"/> Argument, including:<ul style="list-style-type: none"><li>○ Argument in response and rebuttal to argument presented in the answer brief.</li></ul></li><li><input type="checkbox"/> Conclusion (page limit of one (1) page), including statement of ruling sought</li><li><input type="checkbox"/> Certificate of Service (Fla. R. App. P. 9.420)</li><li><input type="checkbox"/> Certificate of Compliance with Font Requirements (immediately following certificate of service)</li></ul> |
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### CITATIONS:

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

### 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 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.

### FL. R. APP. P.

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

**MAIL:**

- 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 all parties included in certificate of service