

**FOURTH CIRCUIT NON-COMPLIANT BRIEF AND APPENDIX CHECKLIST****BRIEF DOES NOT CONTAIN (FRAP 28, 29):**

Corporate Disclosure Statement

Table of Contents, with page references

Table of Authorities (alphabetically arranged) with page references to brief

Statement of identity, interest & authority to file amicus brief

Statement regarding participation by parties, their attorneys, or other persons in funding or authoring amicus brief

Jurisdictional Statement

Statement of Issues

Statement of Case

Summary of Argument

Argument

Standard of Review (separate heading before discussion of issues is preferred)

Discussion of Issues

Conclusion, stating relief sought

Signature of Counsel

Certificate of Compliance with typeface and length limitations (if brief exceeds applicable page limitations)

Certificate of Service

**BRIEF FORMAT INSUFFICIENT BECAUSE (FRAP 32):**

Improper cover color, cover should be \_\_\_\_\_

Cover does not contain:

Fourth Circuit Docket Number, centered at top (do not include district or agency docket number)

Heading: United States Court of Appeals for the Fourth Circuit

Title of Case (parties' names)

Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of ...

Title of Brief, identifying party for whom brief filed: Brief of Appellant Joe Doe

Names, Addresses, Phone Numbers of Counsel participating in preparation of brief

Binding not secure down left side of document

Illegible copying

Needs 1" Margin on All Sides

Brief references record rather than appendix or does not reference appendix at all.

Brief references administrative record rather than appendix, and one paper copy of administrative record has not been filed as required if administrative record is adopted in lieu of an appendix.

Font size too small (*FRAP 32(a)(5)*)

Text is not double spaced

Length exceeds that allowed by *FRAP 32(a)(7)*

Brief is double sided

✓ Brief contains improper addendum material (*Loc. R. 28(b)*)

Brief contains improper hyperlinks (*Loc. R. 25(a)(12)*)

Required paper copy not received (*Loc. R. 31(d)*) Number needed:

#### **APPENDIX DOES NOT CONTAIN (FRAP 30, Loc. R. 30(b)):**

Detailed Table of Contents within each volume of appendix with:

Page numbers

Name of each witness whose testimony is included and page number on which testimony begins

Number and description of each exhibit and page number on which exhibit begins

Name of testifying witness and type of examination at top of each page of appendix containing testimony

Portions of record vital to understanding issues on appeal, including:

District court/agency docket sheet

Complaint or petition (civil)/Indictment (criminal)

Sentencing transcript (required in sentencing appeal)

Presentence report (required in sentencing appeal)

Opinion and order/judgment appealed from

Notice of appeal

#### **APPENDIX FORMAT INSUFFICIENT BECAUSE (FRAP 32):**

Improper color cover, cover should be white

Cover does not contain:

Fourth Circuit Docket Number, centered at top (do not include district or agency docket number)

Heading: United States Court of Appeals for the Fourth Circuit

Title of Case (parties' names)

Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of . . .

Title of Document: Joint Appendix

Names, Addresses, Phone Numbers of Counsel on both sides of case

Binding not secure down left side of document

Appendix does not lie reasonably flat when open

Appendix contains condensed transcript

Appendix does not have page numbers

Appendix is not in chronological order

No joint appendix (this appeal requires a joint appendix)

Additional copies required (*Loc. R. 30(b)*) ( )

Each electronic volume of appendix must correspond to each paper volume

**NOTES:**