

Formatting Guidelines (Updated July 20, 2015)

To ensure that your document is not rejected by the court, please comply with the following guidelines for briefs, motions, appendices, writ petitions and other documents filed in connection with appeals or original proceedings.

Pagination:

Number pages consecutively beginning with the cover page of the Document to the final page of the document, using only the Arabic numbering system, as in 1, 2, 3. Do *not* use Roman Numerals or any other pagination method for tables or anywhere else within the document.

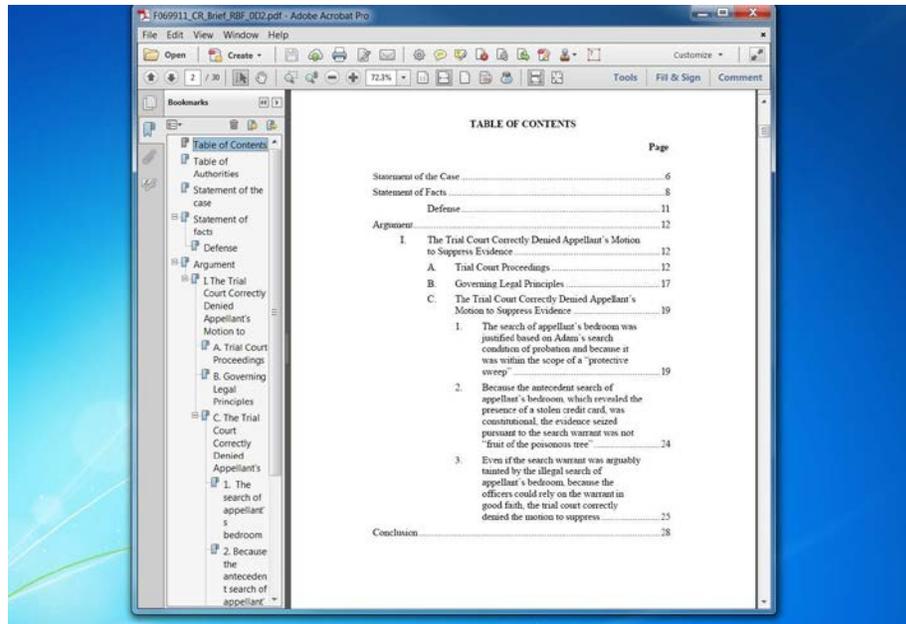
Ensure the page numbers listed in the Table or Contents or Indices match both the pages within the document and the Adobe page counter. This allows the court and the parties to accurately locate the cited pages and ensures that page citations are consistent throughout the document.

In a document containing multiple volumes, pages must be numbered consecutively from the first volume to the last volume, using only the Arabic numbering system, as in 1, 2, 3. For example, an Appendix with 3 volumes, containing 300 pages each, must be page numbered 1-900. The first volume should contain a master index for all volumes. These requirements are necessary because the volumes are merged together at the court.

Bookmarks:

Briefs, motions and petitions: In any document that contains, or is required to contain, a Table of Contents or Index, the table or index should include an electronic bookmark for each heading corresponding to the heading in the text, including the heading "Table of Contents" or "Index." Any document containing exhibits should contain a Table of Contents identifying the exhibits as well as an electronic bookmark for each exhibit.

A bookmark is a text link that appears in the **Bookmarks Panel** of Adobe Reader and Adobe Acrobat. In this example, clicking on “Argument” would take the reader to that part of the document.



Appendices and exhibits: In any document that contains an index, including appendices and exhibits in support of writ petitions, the index should include an electronic bookmark from each descriptive document title to the first page of the corresponding document in the appendix or exhibits.

Where appendices or exhibits are submitted in multi-part electronic files, each separate file should have a table or index stating the contents of that file. The table or index should include the bookmarks as noted above.