

INVITATION TO E-MAIL BRIEFS AND DOCUMENTS
FOURTH APPELLATE DISTRICT, DIVISION ONE

The Fourth Appellate District, Division One invites and encourages the electronic transmission of Civil and Criminal appellate briefs and documents via e-mail. This pilot program will assist the Court and parties in processing cases more efficiently and assist in the ultimate development and implementation of electronic filing.

- I. Parties are encouraged to e-mail one or more of the following and use the corresponding identifier:
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| a. Appellant's Opening Brief identifier:
AOB | g. Petition for Rehearing identifier: PR |
| b. Respondent's Brief identifier: RB | h. Answer to Petition for Rehearing
identifier: APR |
| c. Appellant's Reply Brief identifier:
ARB | i. Amicus Curiae Brief identifier: AC |
| d. Reporter's Transcript identifier: RT | j. Answer to Amicus Curiae Brief
identifier: ACA |
| e. Clerk's Transcript identifier CT | k. Any other part of the appellate record:
use similar type identifier |
| f. Appendix identifiers: AA, RA, ARA or
JA | |
- II. Briefs or documents submitted via e-mail are not a substitute for, but in addition to, the required paper filings, which constitute the official Court record.
- III. Time and Form of Filing
By submitting the brief or document electronically the filer certifies that:
- a. All reasonable steps have been taken to ensure that the copy does not contain computer code, including viruses, that might be harmful to the court's electronic filing system and to other users of that system.
 - b. The e-mail brief is a single, text-searchable PDF file, no more than 5 MB in size, and is an exact duplicate of the paper copy.
 - c. The attachment is transmitted within two weeks after its paper counterpart is filed with the court and is copied to all other parties in the case.
 - d. The subject line of the e-mail includes the appellate case number and name.
 - e. The attached file(s) follows the naming sequence: appellate case number, followed by the document type designation (as specified in section I above) and volume number, where appropriate. For example: D012345AOB.pdf (for an appellant's opening brief), D012345RB.pdf (respondent's brief), D012345ARB.pdf (reply brief), D012345RT1.pdf (volume one of a reporter's transcript), D012345CT2.pdf (volume two of a clerk's transcript), etc.
 - f. The electronic brief or document is e-mailed to 4d1ebrief@jud.ca.gov and copied to all other parties in the case. The sent e-mail may be used as confirmation.

This pilot project is the Court's interim step toward electronic filing of documents. The Court encourages parties' participation in this project to enable it to develop and implement improved document management technologies.