

**SUMMARY OF REQUIREMENTS FOR DOCUMENTS FILED IN ELECTRONIC FORM**

(Rev. 06/2020)

**OPENING, RESPONDENT, AND REPLY BRIEFS, AND PETITIONS FOR REHEARING  
IN THE COURT OF APPEAL: ELECTRONIC FORM**

**TrueFiling is mandatory for filings by an attorney in every Court of Appeal. Special exemptions include a self-represented party or an excuse granted by court order under rule 8.71(d).**

**New formatting rules:** As of January 1, 2020, California Rules of Court, rule 8.74 has new formatting requirements for electronic documents.

**All rule references** are to the California Rules of Court, unless otherwise designated.

**DUE DATES** (before any extensions of time)

<b>General</b> Rule 8.71(f)(2)	<input type="checkbox"/> Filing a document electronically does not alter any filing deadline
<b>Appellant's opening brief</b> Rules 8.360(c)(1), 8.412(b)(1), 8.416(e)(1)	<input type="checkbox"/> Criminal, delinquency, and non-fast-track dependency cases: 40 days after record filed, or as court otherwise orders <input type="checkbox"/> Dependency fast-track cases: 30 days after record filed
<b>Respondent's brief</b> Rules 8.360(c)(2), 8.412(b)(2), 8.416(e)(2)	<input type="checkbox"/> 30 days after appellant's opening brief filed
<b>Reply brief</b> Rules 8.360(c)(3), 8.412(b)(3), 8.416(e)(2)	<input type="checkbox"/> 20 days after respondent's brief filed
<b>Dependency non-appealing minor's brief</b> (if any) Rules 8.412(b)(4), 8.416(e)(2)	<input type="checkbox"/> 10 days after respondent's brief filed
<b>Petition for rehearing, answer</b> Rules 8.268(b), (c); 8.366(a), 8.470	<input type="checkbox"/> 15 days after opinion filed (or upon modification of judgment or publication of opinion after judgment is filed: see rule 8.268(b)) <input type="checkbox"/> no answer may be filed unless court asks for it <input type="checkbox"/> for good cause, presiding justice may grant relief from default from failure to file timely petition or answer if court still has jurisdiction

**FORMAT** (Governed by rules 8.74 and 8.204, made applicable to criminal cases by rule 8.360(a) and to juvenile cases by rule 8.412(a)(2))

<b>General</b> Rule 8.74(a)	<input type="checkbox"/> Electronic documents must be in text-searchable portable document format (PDF) that maintains original document formatting <input type="checkbox"/> software for creating and reading must be in public domain or generally available at reasonable cost <input type="checkbox"/> printing of documents must not result in the loss of document text, format, or appearance <input type="checkbox"/> each electronic document must include an electronic bookmark to each heading, subheading, and the first page of any component of the document, including tables, certificate of word count, proof of service, etc.
<b>Font and type style</b> Rule 8.74(b)(1)	<input type="checkbox"/> font must be 13-point for both text and footnotes <input type="checkbox"/> a proportionally spaced serif font is required for text (Century Schoolbook is preferred); sans-serif fonts may be used for headings, subheadings, and captions. <input type="checkbox"/> italics and boldface may be used for emphasis or the text may be underscored; do not use all capitals for emphasis. <input type="checkbox"/> headings may be in uppercase letters



**LENGTH** (Rules 8.74(c)(1), 8.204(c) & (d), 8.268(b), 8.360(b), 8.412(a), 8.416(a)(2))

<b>Length</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> in a criminal, juvenile, or conservatorship case, a brief produced on a computer must be no longer than 25,500 words (including footnotes) and include certificate by appellate counsel or an unrepresented party stating numbers of words in brief (may be based on count of computer program)</li><li><input type="checkbox"/> a brief produced on a typewriter must not exceed 75 pages</li><li><input type="checkbox"/> cover information, tables, signature block, certificate of word count, and any permitted attachments are excluded from the word count limit</li><li><input type="checkbox"/> attachments may include copies of exhibits or other materials in record or regulations, rules, or other citable materials not readily accessible; may not exceed 10 pages without permission of presiding justice; citable unpublished opinion required by rule 8.1115(c) does not count toward the page limit</li><li><input type="checkbox"/> petition for rehearing length limit is 7,000 words, per rule 8.204(c)(5). See also 8.268(b)(3).</li><li><input type="checkbox"/> presiding justice may allow over-length brief on application showing good cause</li></ul>
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**SERVICE AND FILING** (Rules 8.70 et seq., 8.360(d), 8.412(e), 8.416(a)(2))

<b>General</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> filing with Court of Appeal is by TrueFiling, if available, with exceptions for self-represented parties or those to whom the court grants an excuse. Those not using TrueFiling should file hard copies under rules applicable to that format</li><li><input type="checkbox"/> service should be by email or TrueFiling if recipient has service email address, otherwise by mail</li><li><input type="checkbox"/> see CHEAT SHEET on ADI website home page, <a href="http://www.adi-sandiego.com">www.adi-sandiego.com</a>, for current service addresses</li></ul>
<b>Appellant's opening brief</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Court of Appeal, with proof of service</li><li><input type="checkbox"/> opposing counsel (generally, Attorney General in criminal and delinquency cases, County Counsel in dependency cases, but may include other respondents)</li><li><input type="checkbox"/> superior court judge who handled trial court proceedings</li><li><input type="checkbox"/> client</li><li><input type="checkbox"/> [appellate counsel for each co-appellant, if any]</li><li><input type="checkbox"/> [district attorney in criminal and delinquency cases]</li><li><input type="checkbox"/> [minor's appellate counsel, if any, and minor's trial counsel in dependency cases]</li><li><input type="checkbox"/> client's trial counsel</li><li><input type="checkbox"/> Appellate Defenders, Inc.: <a href="mailto:eservice-court@adi-sandiego.com">eservice-court@adi-sandiego.com</a></li></ul>
<b>Respondent's brief</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> mostly same as opening brief, with certain commonsense exceptions</li></ul>
<b>Reply brief</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> same as opening brief</li></ul>
<b>Petition for rehearing</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> same as opening brief (note: service on district attorney and superior court not required by rule, but Court of Appeal requests such service)</li></ul>