

NEW YORK APPELLATE DIVISION - FOURTH DEPARTMENT
APPELLANT'S BRIEF GUIDE

BRIEF REQUIREMENTS

- ◆ **COVER** §1250.8(a), §1000.8 (a) Must set forth the title of the action or proceeding. The upper right-hand section must advise if the matter is to be submitted or include a request for argument with arguing attorney's name and the time required for argument. The lower right-hand section must include the name, address, telephone number and email address of the filing attorney, as well as what party/parties the attorney represents. Appellant's brief cover should be blue.
- ◆ **TABLE OF CONTENTS** §1250.8(b) A list of point headings, and, if not bound separately, the contents of the appendix with references to the page numbers of the first page of each document.
- ◆ **TABLE OF AUTHORITIES** §1250.8(b) An alphabetical list of all statutes and legal authorities cited in the brief and the pages where they are cited
- ◆ **STATEMENT OF QUESTIONS INVOLVED** §1250.8(b)(3) A concise statement of two pages or less of the questions involved, set forth separately and followed by the answer, if any, of the court from which the appeal is taken
- ◆ **STATEMENT OF CASE/FACTS WITH REFERENCE TO APPENDIX OR RECORD** §1250.8(b)(4) A statement of the nature of the case and the facts which should be known to determine questions involved, with citations to the record, appendix, original record or agreed statement in lieu of record
- ◆ **ARGUMENT** §1250.8(b)(5) Argument of Appellant, divided into points by appropriate headings distinctively printed
- ◆ **PRINTING SPECIFICATIONS STATEMENT** §1250.8(j) Sets forth the typeface, point size, line spacing and word count
- ◆ **SIGNATURE** §130-1.1a Must be signed by the attorney or pro se party, with the name of the attorney or pro se party printed directly below the signature

BRIEF FORMAT – COMPUTER GENERATED BRIEFS

- ◆ **FONT SIZE** §1250.8(f)(1) (i-ii) Proportionally spaced typeface- 14 pt. in body of brief, 12 pt. in footnotes (e.g., Times New Roman); Monospaced typeface - 12 pt. in body of brief, 10 pt. in footnotes, 14 pt. headings (e.g., Courier)
- ◆ **TYPEFACE** 1250.8(f)(1) Clear, serified typeface, either proportionally spaced or monospaced. No bold or CAPS typeface, except in headings or in quotations of language that appears as such in the original source.
- ◆ **MARGINS** §1250.8(h) One inch margins on all sides of the page
- ◆ **LINE SPACING** §1250.8(h) Text shall be double-spaced. Footnotes and headings, and indented quotations of two lines or more may be single-spaced
- ◆ **WORD AND PAGE LIMIT** §1250.8(f)(2) 14,000-word limit, including point headings and footnotes, and excluding signature blocks, tables, proof of service, printing specifications statement and CPLR 5531 statement
- ◆ **PAGE NUMBERS** §1250.8(h) Pages must be consecutively numbered