



CLERK'S OFFICE
RHODE ISLAND SUPREME COURT
CHECKLIST FOR FILING BRIEFS
ART. I, RULES 16 AND 17

Case Name: _____ Case Number: _____

Please check appropriate box –

- Appellant/Petitioner's Brief**
 - Filed within for forty (40) days of pre-briefing order
 - Fifty (50) pages or less*
- Appellee/ Respondent's Response Brief**
 - Filed within for forty (40) days from Appellant/Petitioner's Brief
 - Fifty (50) pages or less*
- Appellant/Petitioner's Reply Brief**
 - Filed within twenty (20) days of Appellee/Respondent's Brief
 - Twenty Five (25) pages or less*

Clerk's Office Use Only

- Accept
- Reject

Reviewing Clerk _____

Date ____/____/____

* Briefs filed in excess of the maximum limit require a motion in advance of filing.

General Requirements – The following requirements apply to all briefs filed with the Supreme Court.

Cover – Art. I, Rule 16

- Color
 - Appellant – Blue
 - Appellee – Red
 - Reply Brief – Grey
 - Amicus/Intervenor – Green
 - Appendix - White
- Court Name and Case Number.
- Case Title.
- Nature of Proceedings in Supreme Court (e.g., Appeal; Petition for Review).
- Name of Court, Agency, or Board Below and Lower Court Case Number.
- Title of Document (e.g., Brief for Appellant, Appendix).
- Name, Address, Telephone Number, and Email Address of Attorney Filing Brief.

Brief Contents and Format– Art. I, Rules 16

- Original plus Nine (9) Copies.
- Table of Contents with Page Citations.
- Index/Table of Authorities - Alphabetically by category (i.e., U.S. Supreme Court, other federal authorities, Rhode Island cases) with page citations.
- Statement of facts and prior proceedings with page citations to the record.
- Errors claimed and specific questions raised, duly numbered.
- Concise statement of applicable standard of review.
- Body of Brief:
 - 12 Point Times New Roman Font
 - Double Spaced
- Footnotes:
 - 12 Point Times New Roman Font
 - Single Spaced
- Bound on the left side.

Appendix – Art. I, Rule 17

- Original plus Five (5) Copies.
- Table of Contents with page citations to record.
- Docket entries of proceedings below.
- Relevant portions of pleadings, charges, findings, or opinions.
- Judgment, order, decision, or ruling in question.
- Any portion of record, including transcription, to which the parties wish to direct the Court's attention.
- Separately numbered pages.
- Tabs or colored paper separating discrete sections.
- If portions of transcripts are included:
 - Copy of cover sheet of transcript volume
 - Index of witness names

Filed on behalf of _____

Attorney Name: _____ Attorney Registration No.: _____

Attorney Signature: _____ Date: _____ Email: _____