



STATE OF RHODE ISLAND JUDICIARY

SUPREME COURT – CLERK’S OFFICE

Licht Judicial Complex
250 Benefit Street
Providence, RI 02903

CHECKLIST FOR FILING BRIEFS

Case Name:	Case Number:
Please check appropriate boxes -	
<input type="checkbox"/> Appellant/Petitioner’s Brief <input type="checkbox"/> Filed within forty (40) days of pre-briefing order <input type="checkbox"/> 15,000 words – Handwritten briefs 50 pages* <input type="checkbox"/> Appellee/ Respondent’s Response Brief <input type="checkbox"/> Filed within forty (40) days from Appellant/Petitioner’s Brief <input type="checkbox"/> 15,000 words – Handwritten briefs 50 pages*	<input type="checkbox"/> Appellant/Petitioner’s Reply Brief <input type="checkbox"/> Filed within twenty (20) days of Appellee/Respondent’s Brief <input type="checkbox"/> 7,500 words – Handwritten briefs 25 pages* <i>* Briefs filed in excess of the maximum limit require a motion in advance of filing.</i>
General Requirements – The following requirements apply to all briefs filed with the Supreme Court.	
Cover – Art. I, Rule 16 <input type="checkbox"/> Color: Appellant – Blue; Appellee – Red; Reply Brief – Grey; Amicus/Intervenor – Green; Appendix - White <input type="checkbox"/> Court Name and Case Number <input type="checkbox"/> Case Title <input type="checkbox"/> Nature of Proceedings in Supreme Court (e.g., Appeal; Petition for Review)	<input type="checkbox"/> Name of Court, Agency, or Board Below and Lower Court Case Number <input type="checkbox"/> Title of Document (e.g., Brief for Appellant, Appendix) <input type="checkbox"/> Name, bar number, and contact information including email address of attorney filing brief
Brief Contents – Art. I, Rules 16 and 18 <input type="checkbox"/> Original plus 9 hardcopies for manual filings or 9 hardcopies of electronic filings <input type="checkbox"/> Table of Contents with Page Citations <input type="checkbox"/> Index/Table of Authorities - Alphabetically by category (i.e., U.S. Supreme Court, other federal authorities, Rhode Island cases) with page citations <input type="checkbox"/> Statement of facts and prior proceedings with page citations to the record <input type="checkbox"/> Errors claimed and specific questions raised, duly numbered <input type="checkbox"/> Concise statement of applicable standard of review	<input type="checkbox"/> Bound on the left and not the top <input type="checkbox"/> Separately numbered pages bottom center <input type="checkbox"/> One-inch margins all four sides of each page <input type="checkbox"/> Word count and Rule 18(b) Certification <input type="checkbox"/> Certificate of Service Body of Brief: <input type="checkbox"/> 14 Point Times New Roman Font <input type="checkbox"/> Double Spaced Footnotes: <input type="checkbox"/> 14 Point Times New Roman Font <input type="checkbox"/> Single Spaced
Appendix – Art. I, Rule 17 <input type="checkbox"/> Original plus 5 hardcopies for manual filings or 6 hardcopies of electronic filings <input type="checkbox"/> Table of Contents with page citations to record <input type="checkbox"/> Docket entries of proceedings below <input type="checkbox"/> Relevant portions of pleadings, charges, findings, or opinions <input type="checkbox"/> Judgment, order, decision, or ruling in question	<input type="checkbox"/> Any portion of record, including transcription, to which the parties wish to direct the Court’s attention <input type="checkbox"/> Separately numbered pages <input type="checkbox"/> Tabs or colored paper separating discrete sections. If portions of transcripts are included: <input type="checkbox"/> Copy of cover sheet of transcript volume <input type="checkbox"/> Index of witness names
Filed on behalf of: _____	
Attorney Name: _____ Bar Number: _____	