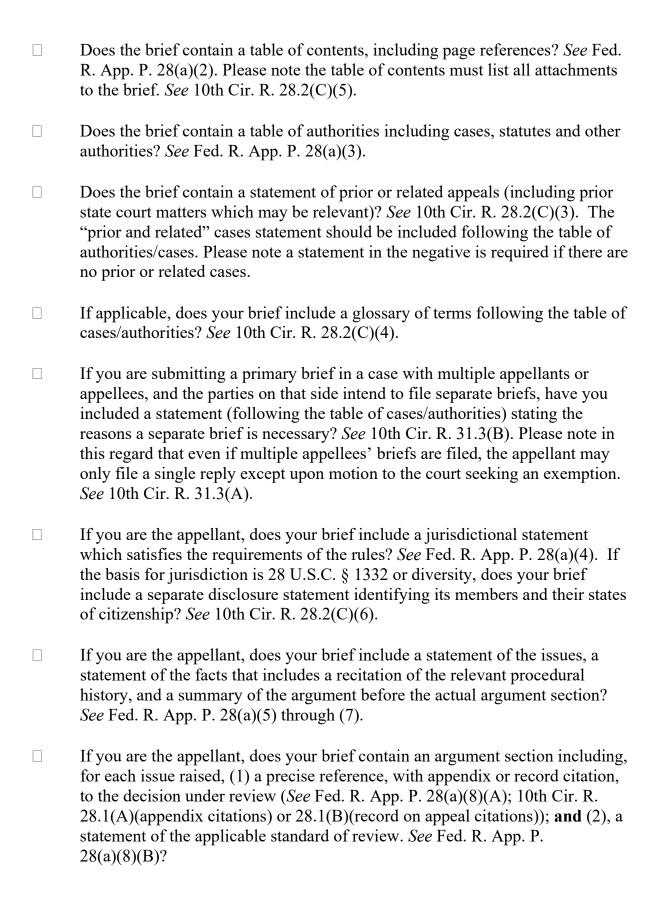
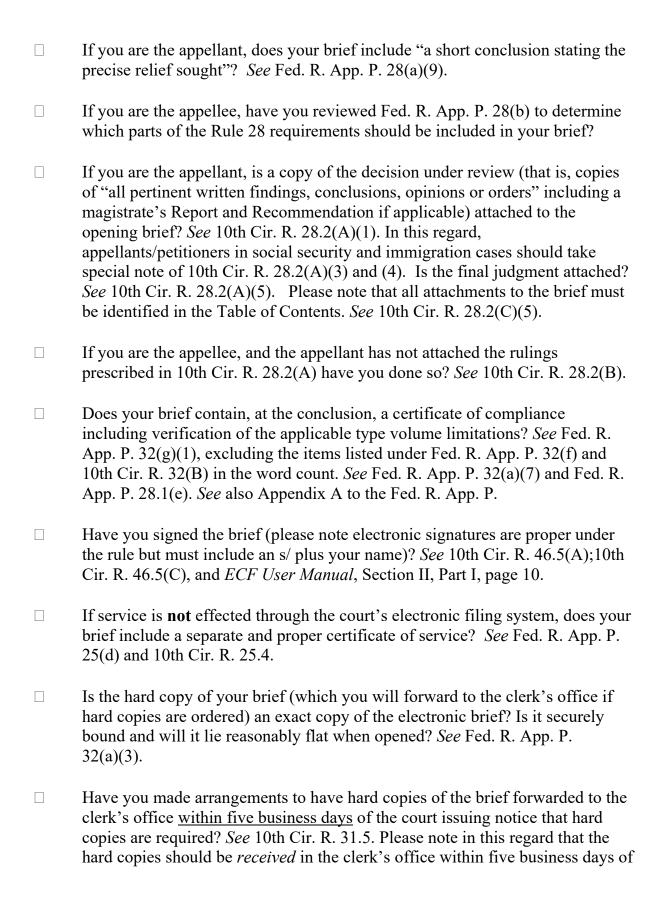
## 10th Circuit Ct. of Appeals Briefing and Appendix Checklists for Counseled Cases Updated to Comply with 2025 Rules 1/2/2025

## **Briefing Checklist**

The checklist below includes all the requirements (in both the Federal Rules of Appellate Procedure and 10th Circuit local rules) for filing a *primary* brief (please note memorandum briefs, such as those filed on jurisdictional issues, do not need to comply with all these requirements). The checklist begins as a brief would begin—at the cover page—then moves through the requirements from there. If you have questions please don't hesitate to contact the clerk's office at 303-844-3157.

Is the cover page the correct color (for the required hard copies)? See Fed. R. App. P. 32(a)(2) and Fed. R. App. P. 28.1(d).  a. The appellant's and the first cross-appeal's brief is blue;  b. The appellee's and second cross-appeal's brief is red;  c. The third brief on cross-appeal is yellow;  d. The appellant's reply and the fourth brief on cross-appeal's is grey;  e. Amicus and intervenor covers are green.
Is the brief in either 13- or 14-point font (14-point font is preferred)? See 10th Cir. R. 32(A).
Is your brief double-spaced except for quotations and footnotes? <i>See</i> Fed. R. App. P. 32(a)(4).
Does the cover page of your brief contain the originating case information: district of origin, the name of the judge (or agency) that entered the underlying judgment, and the district court case number? <i>See</i> 10th Cir. R. 28.2(C) and Fed. R. App. P. 32(a)(2).
Does the cover page of your brief include a statement as to whether or not oral argument is requested? <i>See</i> 10th Cir. R. 28.2(C)(2). If argument is requested, the brief must contain a statement of reasons why argument is necessary following the brief's conclusion. <i>See</i> 10th Cir. R. 28.2(C)(2).
Is your brief single-sided? See Fed. R. App. P. 32(a)(1)(A).





the court issuing notice that the electronic brief is required. See ECF User Manual, Section III, Part E, pages 17-18. In addition to being filed electronically, one hard copy of any appendix must also be submitted to the court and received in the clerk's office within 5 business days of the court issuing notice that a hard copy of the appendix is required (see the court's appendix checklist for additional information on filing appendices). See 10th Cir. R. 30.1(A) through (E). П Advisory Note: Briefs may (but are not required to) contain hyperlinks to documents already on the docket or to attachments to the brief being filed. Consequently, if you plan on hyperlinking to an appendix, you must first file the appendix using the court's ECF system. Once the appendix is filed, you may then create hyperlinks in your brief to the docketed appendix volumes. See ECF User Manual, Section V, Part A, page 40 for instructions on creating hyperlinks. Advisory Note: If you have insufficient time to create hyperlinks to the appendix at the time of the original electronic filing, but wish to do so later you may, by motion, request leave to file a substitute hyperlinked brief. Any motion in this regard must be filed via ECF within seven days of the original electronic filing of the brief. Submission of a substitute hyperlinked brief does

not toll or otherwise impact any other filing deadlines.

## Appendix Checklist\*

The checklist below is applicable in all cases in which retained counsel appears for the appellant. Please note it is the responsibility of the appellant to submit the appendix but the appellee may file a supplemental appendix in accordance with 10th Cir. R. 30.2(A)(1).

Please note all appendices must be filed electronically. In addition, a single paper copy of the appendix (an exact replica of the electronic version) must be received in the clerk's office within five business days of the court issuing notice that a hard copy of the electronic appendix is required. Appendices must be in searchable (i.e. native) PDF format and must be bookmarked. 10th Cir. R. 30.1(A) through (F). In addition, see *ECF User Manual*, Section III, Part G, Page 19 for additional information.

Generally, does your appendix comply with 10th Cir. R. 30.1(D)(1) through (7) as to form, and have you reviewed and considered 10th Cir. R. 30.1(B) with respect to content? Counsel filing appendices in social security cases should pay particular attention to 10th Cir. R. 30.1(B)(2).
Does your appendix include, at the beginning, an index (which acts as a table of contents, see Fed. R. App. P. 30(d)) of all the documents, including in that index page numbers showing where in the appendix the particular documents appear? See 10th Cir. R. 30.1(D)(2).
Is your appendix paginated consecutively, starting with the cover page? <i>See</i> 10th Cir. R. 30.1(D)(1). Please note that consecutive pagination across multiple appendix volumes is not required.
Are the documents in your appendix arranged in chronological order according to the filing date, and have you included a copy of the district court's docket entries as the first document in your appendix? <i>See</i> 10th Cir. R. 30.1(D)(4) and (5).
Is your appendix single-sided? See Fed. R. App. P. 32(a)(1)(A)(as made applicable to appendices via Fed. R. App. P. 32(b)).

<sup>\*</sup> If you are counsel representing an appellant under the Criminal Justice Act, no appendix is required. Instead, you are required to file a designation of record within 14 days. *See* 10th Cir. R. 10.3 and 10.4. In these cases, the record on appeal will be forwarded to this court electronically, and it will appear on the CM docket.

