

Instructions for filing Briefs

All briefs filed must comply with Rules 81.18, 84.04, 84.05 and 84.06 regarding the required formatting of briefs. Among these requirements are that the brief be prepared in 13 point or larger, Times New Roman font, and the brief be double-spaced. For more information about the formatting of briefs, please [see page 15 of *The ABC's of Appellate Practice*](#).

The electronic version of the brief shall be filed in PDF. Supreme Court Rule 103.04. The electronic version of the brief must be signed electronically. See Rule 103.04(d). The appellant's brief **must** be accompanied by an appendix, which must be filed as a separate document. Service of any brief is accomplished on registered users through the electronic filing system but on all others as provided in Rule 43.01. Rule 103.09. Within five days after the brief is filed electronically, four paper copies of the brief shall be delivered to the Clerk's office. These paper copies must be identical to the electronic version.

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