

United States Court of Appeals For the Fourth Circuit

Brief of Appellee

Synopsis of Rules

And

Fee Schedule for Services

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Fourth Circuit Court of Appeals

Brief of Appellee

FILING SCHEDULE

F.R.A.P. 31:

The Brief of Appellee is due thirty (30) days from the filing date of the appellant's brief and joint appendix.

F.R.A.P. 26(c):

If the opening brief was served by mail, 3 days may be added to the filing date.

SPECIFICATIONS REQUIREMENTS

F.R.A.P. 32 (a and b) and Local Rule 32(a):

Paper: 8-1/2 x 11 inches in size.
Margin lines or borders, line numbering, and counsel's letterhead or logo **shall not** appear on the pages of a brief.

Margins: One inch on all four sides.

Line Spacing: Text: Double Spaced.
Headings & Footnotes: Single Spaced.
Quotations over two lines: indented and single spaced.

Footnotes &
Quotations: Must appear in the same typeface and size as the rest of the brief.

Type: **Monospaced type:** Courier or Courier New – 12 point
FRAP 32 (a)(5) **Proportional type:** Times Roman – 14 point
Note: Proportional sans-serif fonts (such as Arial) are not acceptable.

Length: 30 pages; **OR**
If over 30 pages, **counsel must certify** the following:
No more than 14,000 words based upon word count of word processing system; **OR**
1,300 lines based on line count of word processing system.

Limits exclude covers, corporate disclosure statement, table of contents, table of citations, proof of service and any addendum of statutes, rules, etc.

Cover Color: Red

Fourth Circuit Court of Appeals

Brief of Appellee

SPECIFICATION REQUIREMENTS (CONTINUED)

Number of Copies: Local Rules 30(b) and 31 (d):

Civil/Retained Criminal: File 8, Serve 1 (Service of paper copy to opposing counsel is not required if brief was served electronically.)

CONTENT REQUIREMENTS

F.R.A.P. 28(b):

The brief of appellee shall contain under appropriate headings and in the order here indicated:

1. Corporate Disclosure Statement
2. Table of Contents
3. Table of Cases, Statutes and Authorities
4. Statement of Subject Matter and Appellate Jurisdiction
5. Statement of Issue(s) Presented for Review
6. Statement of the Case
7. Statement of the Facts
8. Summary of Argument
9. Argument
 - Standard of Review
 - Discussion of Issues
10. Conclusion Stating Precise Relief Sought
11. Certificate of Compliance (see attached sample)
12. Certificate of Service

These statements need not be made unless appellee is dissatisfied with those of the appellant

FOURTH CIRCUIT COURT OF APPEALS

Fee Schedule

Brief of Appellee

Base Charge.....	\$125.00
Preparation for and filing of Briefs – per original page.....	\$3.50
Paper copy filed/served – per copy	0.10
Price includes electronic filing of Brief	
Additional Electronic Copies (CD's) – ea	\$6.00
(Hyperlinks available upon request – charged on an hourly basis)	

First class postage is included in our charges. There will be a separate line item charge for any overnight shipping charges.

Please note: *Our professional relationship is with you rather than your client, so the invoice represents your obligation to us.*

Services include but are not limited to:

- No hourly fees – all our services are included in the above fee schedule. Some of these services are: **access to an experienced appellate attorney**, formatting of briefs, preparation of tables of contents and authorities on request, etc. (For preparation of Tables of Contents and Authorities we may need the brief sent to us a little earlier – please ask us about this service in advance)
- Filing and Service of any motions.
- Typesetting of Cover.
- Review of Brief to ensure compliance with all rules.
- Edits or corrections to Brief if required.
- Produce 12 copies of your Brief with proper binding.
- Guaranteed same day filing of your brief with the Court if received by 12:00 p.m. Briefs received after 12:00 p.m. may be filed by hand or by certified mail, dependant on circumstances. **NEVER ANY RUSH/AFTER HOURS CHARGES.**
- Hand file 8 paper copies with the court.
- File the electronic copy of your brief as required by the Court.
- Serve 1 copies to opposing Counsel. (1 file stamped by the court, provided we were able to hand file)
- Mail 2 copies to our client. (1 file stamped by the court, provided we were able to hand file. Additional copies sent on request.)
- Call or email client's office to confirm filing.

Simply send us your brief through the method of your choice. We highly suggest email or overnight delivery. Should you choose to send us a hard copy, please save your brief to a disk and send it as well. This allows for any last minute edits or format problems to be corrected quickly and cleanly.

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