

Court of Appeals of Virginia

Brief of Appellee

Synopsis of Rules

And

Fee Schedule for Services

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Court of Appeals of Virginia

Brief of Appellee

FILING SCHEDULE

Rule 5A:19:

The Brief of Appellee is due twenty-five (25) days after the filing of the Opening Brief.

SPECIFICATIONS FOR THE BRIEF

Rule 5A:4:

Paper: 8-1/2 x 11 inches in size

Margins: Typed matter shall approximate 6 x 9 inches (Margins a minimum of 1 inch all the way around are acceptable)

Type: 12 point or greater

Spacing: Double-spaced, except for footnotes and quotations

Rule 5A:19:

File: 7 copies – Also 4 CD's with the brief in PDF version must be filed.

Serve: 1 copy

Page Limit: 35 pages – Table of Contents and Certificates are excluded from page count.

Rule 5A:24:

Cover Color: Blue

Continued on Next Page

Court of Appeals of Virginia

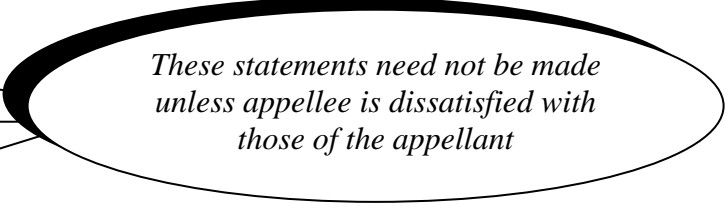
Brief of Appellee (continued)

REQUIREMENTS FOR THE BRIEF

Rule 5A:21:

The Brief of Appellee shall contain:

1. Table of Contents
2. Table of Authorities*
3. Statement of the Case
4. Questions to be Presented
5. Statement of the Facts
6. Argument
7. Assignments of Cross Error, if any, with Questions Presented
and Argument
8. Conclusion
9. Certificate of Service



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

***The Court requires parallel citations to the Southern Reporter and to the official reports of the Court of Appeals and Supreme Court of Virginia. The court will require that your brief be re-done if it is not in compliance.**

COURT OF APPEALS OF VIRGINIA

Fee Schedule

Brief of Appellee

| | |
|--|----------|
| Base Charge..... | \$125.00 |
| Electronic Filing of Brief, per original page..... | \$4.50 |
| Paper copies filed/served, per copy..... | \$0.10 |

Ex.: 20 pg. brief – (20 x \$4.50 = \$90.00 + \$125.00 + (20 x 11 copies x \$.10 = \$22.00) TOTAL PRICE \$237.00

Petition for Rehearing

| | |
|---|----------|
| Electronic filing of petition (flat fee)..... | \$100.00 |
|---|----------|

First class postage is included in our charges. Overnight shipping if needed or requested would be a separate line item charge.

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 11 copies of your Brief with proper binding.
- Guaranteed same day filing of your brief with the Court if received by 10:30 a.m. Briefs received after 10:30 a.m. may be filed by hand or by certified mail, dependant on circumstances. **NEVER ANY RUSH/AFTER HOURS CHARGES.**
- Hand file 7 copies with the court.
- File 4 electronic copies of the Brief with the Court each copy on a separate CD.
- Serve 1 copy of each the hard copy and the digital copy to opposing Counsel. (the hard copy will be file stamped by the court, provided we were able to hand file)
- Mail 3 hard copies and 1 digital copy to our client. (1 hard copy will be file stamped by the court, provided we were able to hand file)
- Call 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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