

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: One inch margins on all sides

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

Word Limit: 12,300 words – Cover, Table of Contents, Table of Authorities, Certificates and any Appendices are excluded from the word count.

Rule 5A:24:

Cover Color: Blue

Continued on Next Page

Court of Appeals of Virginia

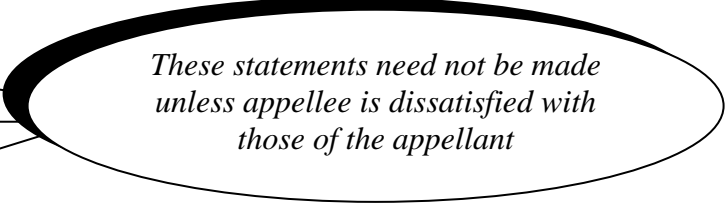
Brief of Appellee (continued)

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. Assignments of Error
5. Statement of the Facts
6. Argument, including Standard of Review
7. Assignments of Cross Error, if any, and argument
8. Conclusion
9. Certificate of Service



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

COURT OF APPEALS OF VIRGINIA

Fee Schedule

Briefs of Appellee

Base Charge.....	\$125.00
Preparation for and filing of Briefs of Appellee.....	\$4.50
Paper copies filed/served -- per copy.....	\$0.10

Prices include the Digital Brief Package requested by the Court

Petition for Rehearing

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