

# **Supreme Court of Virginia**

## **Brief of Appellee**

### **Synopsis of Rules**

#### **And**

### **Fee Schedule for Services**

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# Supreme Court of Virginia

## Brief of Appellee

### FILING SCHEDULE

#### Rule 5:26(b)(2):

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

### SPECIFICATIONS FOR THE BRIEF

#### Rule 5:6:

- Paper: 8-1/2 x 11 inches in size
- Margins: One inch margins all around
- Type: 14 point or greater – Must use one of the following fonts: **Courier, Arial or Verdana.** NO OTHER FONTS ARE ACCEPTABLE
- Spacing: Double-spaced, except for footnotes and quotations

#### Rule 5:26(a) and (d):

- File: 15 copies  
Electronic copy must also be filed on floppy disc, CD or by email to: [scvbrief@courts.state.va.us](mailto:scvbrief@courts.state.va.us). MS Word, WordPerfect or PDF are acceptable formats.
- Serve: 3 copies
- Page Limit: 50 pages – Table of Contents and Certificates are excluded from page count.

#### Rule 5:31:

- Cover Color: Blue

Continued on Next Page

# Supreme Court of Virginia

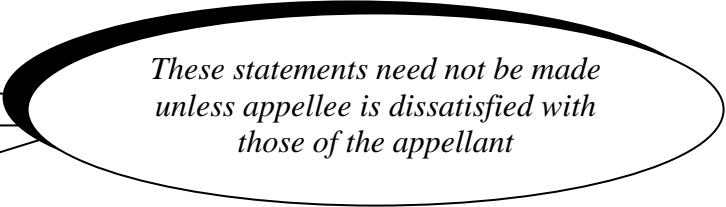
## Brief of Appellee (continued)

### REQUIREMENTS FOR THE BRIEF

#### Rule 5:28:

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.**

# SUPREME COURT 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 = \$215.00) + (20 x 21 copies x \$.10 = \$42.00) TOTAL PRICE \$257.00

### Petition for Rehearing

Electronic filing of petition (flat fee) .....	\$100.00
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### 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 21 copies of your Brief with proper binding.
- Guaranteed same day filing of your brief with the Court if received by 3:00 p.m. Briefs received after 3:00 p.m. may be filed by hand or by certified mail, dependant on circumstances. **NEVER ANY RUSH/AFTER HOURS CHARGES.**
- Hand file 15 copies with the court.
- Serve 3 copies to opposing Counsel. (1 file stamped by the court, provided we were able to hand file)
- Mail 3 copies to our client. (1 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.