

Supreme Court of Virginia

Brief of Appellee

Synopsis of Rules

And

Fee Schedule for Services

Information Provided By:
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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. MS Word, WordPerfect or PDF are acceptable formats.

Serve: 3 copies plus one electronic copy

Page Limit: 50 pages or 8,750 words – Cover, Table of Contents, Table of Authorities and Certificates are excluded from page count.

Rule 5:31:

Cover Color: Blue

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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. Assignments of Error
5. Statement of the Facts
6. Argument and 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*

SUPREME COURT OF VIRGINIA

Fee Schedule

Briefs in Opposition or Briefs of Appellee

Base Charge.....	\$125.00
Preparation for and filing of Brief in Opposition or Briefs of Appellee	\$4.50
Paper copies filed/served, per copy.....	\$0.10

Prices include filing of electronic copy on CD.

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 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.

Web site: lantagne.com

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