

# **FILING INFORMATION FOR**

**Petitions for Writ of Certiorari**

**and**

**Brief in Opposition to Writ of Certiorari**

**Information Provided By:**  
LANTAGNE LEGAL PRINTING  
801 East Main Street, Suite 100  
Richmond, VA 23219  
1-800-847-0477

# Synopsis of Services Provided by Lantagne Legal Printing

## When Filing in The

## UNITED STATES SUPREME COURT

After receiving your finalized Petition or Brief, we will typeset your cover, review it for compliance to the rules of the court, produce and bind forty copies for the court, produce and bind the necessary service copies and cut them down to the required size of 6 1/8 by 9 1/4 inches.

We will, on or before the required filing date, file your Petition or Brief to the US Supreme Court via first class, certified mail. We will provide a cover letter to the Court, affidavit of service according to **Rule 29.5(c)**, a word count certificate, and will distribute service copies in accordance with your instructions. Should you desire a file-stamped copy, upon your request we will be happy to provide an addressed, post-marked envelope to the Court with the request that they file-stamp a copy and mail it back to your office.

While we can provide same day printing in some circumstances, we prefer to receive your petition or brief at least one day before filing. It is recommended that you send us a hard copy of your petition or brief for production as well as a copy on diskette if possible. You may also send it to our e-mail address shown below. Acceptable formats are MSWord, Word Perfect, and PDF.

Our e-mail address is: [lantagne@lantagne.com](mailto:lantagne@lantagne.com)

An outline of the costs for our services follows on the next page.

Please refer to the next few pages following our price sheet. The first covers **Rule 14 – Petition for Writ of Certiorari**. The second covers **Rule 15 – Brief in Opposition**. These sheets outline the pertinent information as to content and format requirements for your petition or brief. If you have any questions or would like more information or samples, please do not hesitate to call.

# UNITED STATES SUPREME COURT

## Fee Schedule

### **Preparation; Production; Filing & Serving:**

\$500.00 base charge plus .25 per copy.....46 copies

### **Example: 46 copies of a 50 page petition/appendix –**

46 copies x 50 pages = 2,300 total copies x \$.25 = \$575.00 + \$500.00 = \$1,075.00

These charges include full service on the petition/brief: 40 to Court with notarized affidavit of service prepared at LLP – mailing of required copies to opposing counsel and LLP client.

We perform filing with the US Supreme Court by US Postal Service, first-class, certified mail. **Rule 29(2)** provides that a document is timely filed if it is sent to the Clerk through the United States Postal Service by first-class mail bearing a postmark showing that the document was mailed on or before the last day for filing.

### **U.S.S.C. Court Appointed:**

**Our bill in court appointed cases is submitted directly to the government for reimbursement rather than to you or your firm.**

The filing format of these documents differs greatly from these guidelines. If you have any questions about or need help with a court appointed filing, please give us a call.

**RULE 14 – PETITION FOR WRIT OF CERTIORARI**

**The Petition shall contain, in the order here indicated:**

Questions Presented  
Parties to the Proceeding  
Table of Contents  
Table of Authorities  
Opinions Below  
Jurisdiction  
Constitutional and Statutory Provisions  
Statement of the Case  
Reason for Granting the Petition  
Conclusion

**Pursuant to Rule 14.1(i), your Petition must contain an appendix (documents must be retyped to meet margin requirements) consisting of and in the following order:**

Opinions, orders, findings of fact and conclusions of law entered in conjunction with the judgment sought to be reviewed.  
Any other opinions, orders, findings of facts and conclusions of law entered in the case by courts or administrative agencies.  
Any order on rehearing.  
Judgment sought to be reviewed if the date of its entry is different from the date of the opinion or order indicated above.  
Any other appended materials (**See Rule 14.1(i)(v) and (vi)**).

**Due Date:**      **Rule 13** – 90 days after entry of the judgment.

**Rule 29.2:**      To be timely filed, a document must actually be received by the Clerk within the time specified for filing; or be sent to the Clerk by first-class mail, postage prepaid, and bear a postmark showing that the document was mailed on or before the last day for filing. COMMERCIAL POSTAGE METER LABELS ALONE ARE NOT ACCEPTABLE.

**Cover:**          **Rule 33** – White

**Word Limit:**   **Rule 33.1(d)(g)** – The petition is limited to 9,000 words exclusive of: questions presented, list of parties and corporate disclosure statement, table of contents, table of cited authorities, listing of counsel at end of document and any appendix documents. Verbatim quotations required under **Rule 14.1(f)** are also excluded if they are set out in the brief instead of the appendix.

**Text:**           **Rule 33.1(b)** – The only acceptable fonts are from the Century family (Century Schoolbook, Century Expanded, New Century Schoolbook) and must be 12 point type for body text and 10 point for footnotes. The Rules indicate two points or more of leading is required between lines. Regular spacing is usually sufficient, but we suggest setting your line spacing at 1.1 or 1.2 just to be sure you are at or exceeding two points of leading.

**Service:**       **Rule 39.3** – Three copies. If the United States or any department, office or employee thereof is a party to be served, service must be through the Solicitor General – **Rule 29.4**.

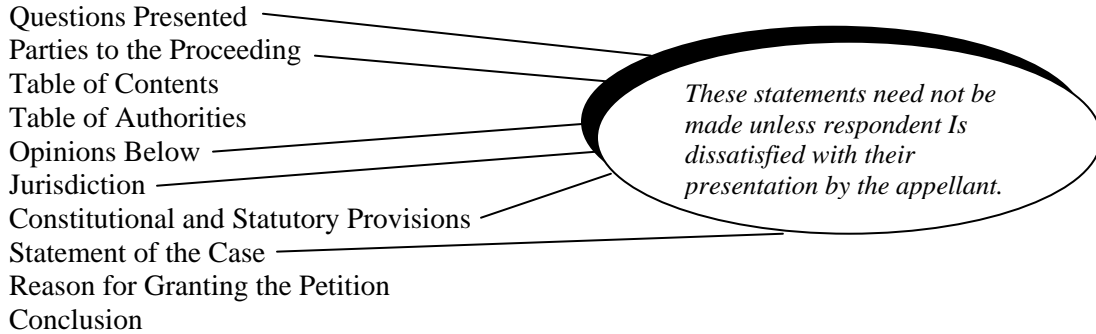
**Client:**          Three copies (additional copies provided upon request and billed according to page count).

## RULE 15 BRIEF IN OPPOSITION

In addition to presenting other arguments for denying the petition, the brief in opposition should address any perceived misstatement of fact or law set forth in the petition which has a bearing on what issues properly would be before the Court if certiorari were granted – **Rule 15.2**

**A Brief in Opposition shall contain, in the order here indicated:**

Questions Presented  
Parties to the Proceeding  
Table of Contents  
Table of Authorities  
Opinions Below  
Jurisdiction  
Constitutional and Statutory Provisions  
Statement of the Case  
Reason for Granting the Petition  
Conclusion



*These statements need not be made unless respondent is dissatisfied with their presentation by the appellant.*

**Due Date:** **Rule 15.3** – 30 days after Petition for Writ of Certiorari is placed on the docket.

**Rule 29.2:** To be timely filed, a document must actually be received by the Clerk within the time specified for filing; or be sent to the Clerk by first-class mail, postage prepaid, and bear a postmark showing that the document was mailed on or before the last day for filing. **COMMERCIAL POSTAGE METER LABELS ALONE ARE NOT ACCEPTABLE.**

**Cover:** **Rule 33** – Orange

**Word Limit:** **Rule 33.1(d)(g)** – The petition is limited to 9,000 words exclusive of: questions presented, list of parties and corporate disclosure statement, table of contents, table of cited authorities, listing of counsel at end of document and any appendix documents. Verbatim quotations required under **Rule 14.1(f)** are also excluded if they are set out in the brief instead of the appendix.

**Text:** **Rule 33.1(b)** – The only acceptable fonts are from the Century family (Century Schoolbook, Century Expanded, New Century Schoolbook) and must be 12 point type for body text and 10 point for footnotes. The Rules indicate two points or more of leading is required between lines. Regular spacing is usually sufficient, but we suggest setting your line spacing at 1.1 or 1.2 just to be sure you are at or exceeding two points of leading.

**Service:** **Rule 39.3** – Three copies. If the United States or any department, office or employee thereof is a party to be served, service must be through the Solicitor General – **Rule 29.4.**

**Client:** Three copies (additional copies provided upon request and billed according to page count).

## **MARGIN REQUIREMENTS**

In order for your petition to be formatted in a way that allows us to prepare it properly for the Court, you should use the following margin settings. Please note that your appendix documents also need to be retyped into these same margins under the same font and line spacing requirements as the petition.

Use standard 8 ½ x 11 inch paper and set margins as follows:

**Top: 1 inch**

**Bottom: 2.8 inches**

**Left: 2.2 inches**

**Right: 2.2 inches**