

Updated 01/01/2023	KENTUCKY COURT OF APPEALS ATTORNEY CHECKLIST FOR APPELLANT'S BRIEF		
SUBJECT	REQUIREMENT	✓	RULE
Copies:	5 Copies (1 unbound, 4 bound)		RAP 31(F)(1)
Cover:	Enclosed Front and Back in Red Covers		RAP 31(C)(2)
	Captioned with the Court of Appeals case number(s); circuit court case number(s); and at least the lead appellants and appellees		RAP 31(C)(1)(a)
	The name of the party on whose behalf the brief is submitted		RAP 31(C)(1)(a)
	Certificate of Service identifying persons served		RAP 31(C)(1)(b)
	Service on Circuit Court Judge		RAP 30(B)
	Criminal - Service on Commonwealth Attorney		RAP 30(B)
	Signed and Dated certificate of service		RAP 31(C)(1)(b)
	Statement that circuit court record has been returned or not withdrawn		RAP 31(C)(1)(c)
Formatting:	8.5" X 11" Paper		RAP 31(A)(1)(a)
	No smaller than 12pt set at standard width, including footnotes		RAP 31(A)(1)(c)
	Double Spaced (Exceptions: Footnotes, Block Quotes)		RAP 31(A)(1)(b)
	1.5" Margin on the left, 1" margin all other edges		RAP 31(A)(1)(e)
	Securely Bound on the Left Exception: (One unbound copy for the clerk's file is required)		RAP 31(A)(1)(f) and (F)(1)
Content:	INTRODUCTION AND STATEMENT CONCERNING ORAL ARGUMENT - Not to exceed one page - Introduction should indicate the nature of the case - A statement indicating whether appellant desires oral argument and why it would or would not be helpful to the Court		RAP 32(A)(1)
	STATEMENT OF POINT AND AUTHORITIES -Listing of arguments and cases cited in the brief with page numbers		RAP 32(A)(2)
	STATEMENT OF THE CASE -Summary of the relevant facts and procedural events -Ample references to the specific pages of the record or digital counter Video Record (VR No. 1: 10/27/06; 14:24:05) Circuit Record (Circuit Clerk Volume and Page Number) Depositions included in the circuit court record on appeal (Name, Date and Page Number)		RAP 32(A)(3)
	ARGUMENT -Conforming to the page layout of the Statement of Points and Authorities -At the beginning, a statement of where the argument was preserved -Ample references to the specific pages of the record and citations of authority -Supporting citations of authority		RAP 32(A)(4)
	CONCLUSION -Setting forth specific relief sought from appellate court		RAP 32(A)(5)
	SIGNATURE - Signature of attorney of record or <i>pro se</i> party submitting the brief must appear after the conclusion or on the front cover		RAP 32(A)(6), 11
Length:	Not to exceed 8,750 words or 20 pages if computer generated and 25 pages if handwritten, excluding the word-count certificate, cover, introduction, statement of oral argument, statement of points and authorities, signature block, exhibits, and appendices		RAP 31(G)(2)(a) and (5)
	Word-count certificate included (if brief exceeds 20 pages)		RAP 31(G)(1)
Appendix:	Extruding Tabs		RAP 32(E)(1)(d)
	Appendix List or Index -listing all documents included in the appendix and where the documents may be found in the circuit court record		RAP 32(E)(1)(d)
	Judgment, Opinion, or Order under review must be placed immediately after appendix list		RAP 32(E)(1)(a)