

Updated 08/15/2013	KENTUCKY COURT OF APPEALS DEFICIENCY CHECKLIST FOR REPLY BRIEF			
SUBJECT	REQUIREMENT	✓	RULE	
Copies:	5 Copies		76.12(3)(a)	
Cover:				
	Enclosed Front and Back in Yellow Covers		76.12(4)(a)(iii)	
	Captioned with the Court of Appeals case number(s); circuit court case number(s); and at least the lead appellants and appellees		76.12(4)(a)(iii)	
	The name of the party on whose behalf the brief is submitted		76.12(6)	
	Certificate of Service identifying persons served		76.12(6)	
	Service on Circuit Court Judge		76.12(5)	
	Criminal - Service on Commonwealth Attorney		76.12(5)	
	Signed and Dated certificate of service		76.12(6)	
	Statement that circuit court record has been returned or not withdrawn		76.12(6)	
Formatting:				
	8.5" X 11" Paper		76.12(4)(a)(ii)	
	No smaller than 12pt set at standard width Exceptions: (Footnotes)		76.12(4)(a)(ii)	
	Double Spaced Exceptions: (Footnotes, Block Quotes)		76.12(4)(a)(ii)	
	1.5" Margin on the left, 1" margin all other edges		76.12(4)(a)(ii)	
	Securely Bound on the Left Binder Clips are not sufficient to securely bind the brief Exception: (One unbound copy for the clerk's file is helpful.)		76.12(4)(a)(ii)	
Content:				
	STATEMENT OF POINT AND AUTHORITIES -Listing of Arguments and Cases cited in the brief with page numbers. Exception: -No requirement of statement of points and authorities if the brief is 5 pages or less. CR 76.12(4)(f)		76.12(4)(e)	
	ARGUMENT -Conforming to the page layout of the Statement of Points and Authorities -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) -Supporting Citations of Authority -Confined to points raised in the appellee brief and shall not reiterate arguments already presented		76.12(4)(e)	
After Conclusion:	Name of attorney submitting the brief must appear after the conclusion. (Signature must be here or on front cover, CR 11)		76.12(6)	
Length:	-5 Pages for each appellee brief filed, excluding the introduction; statement of points and authorities; exhibits and appendices -Name after conclusion must be contained within page limit		76.12(4)(b)(i)	
Appendix: (If the Reply Brief contains an Appendix)				
	Extruding Tabs		76.12(4)(c)(vii)	
	Appendix List or Index -listing all documents included in the appendix. -where the documents may be found in the circuit court record (see above)		76.12(4)(c)(vii)	