

Updated 08/15/2013	KENTUCKY COURT OF APPEALS ATTORNEY CHECKLIST FOR APPELLEE'S BRIEF		
SUBJECT	REQUIREMENT	✓	RULE
Copies:	5 Copies		76.12(3)(a)
Cover:	Enclosed Front and Back in Blue 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	Statement that circuit court record has been returned or not withdrawn		76.12(6)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 Exception: (One unbound copy for the clerk's file is helpful)		76.12(4)(a)(ii)
Content:	STATEMENT CONCERNING ORAL ARGUMENT -a statement indicating whether appellee desires oral argument -why it would or would not be helpful to the Court.		76.12(4)(d)(i)
	COUNTERSTATEMENT OF POINT AND AUTHORITIES -Listing of Arguments and Cases cited in the brief with page numbers.		76.12(4)(d)(ii)
	COUNTERSTATEMENT OF THE CASE -Stating whether the appellee accepts the appellant's Statement of the Case If Statement of the Case is not accepted: -Summary of the 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)		76.12(4)(d)(iii)
	ARGUMENT -Conforming to the page layout of the Counterstatement of Points and Authorities -Ample references to the specific pages of the record or digital counter -Supporting Citations of Authority		76.12(4)(d)(iv)
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:	-25 Pages excluding the introduction; statement of points and authorities; exhibits and appendices -Name after conclusion must be contained within 25 pages		76.12(4)(b)(i)
Appendix: (If the Appellee Brief contains an Appendix)			
	Extruding Tabs		76.12(4)(d)(v)
	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)(d)(v)