

LOCAL APPELLATE RULES

L.A.R. 31.0 FILING AND SERVICE OF BRIEFS

31.1 Number of Copies to be Filed and Served

(a) Unless otherwise required by this court, each party shall file ten (10) **paper** copies of each brief with the clerk and serve two (2) **paper** copies on counsel for each party separately represented. In Virgin Islands cases only, one additional **paper** copy of the briefs shall be filed with the clerk of the district court in the location from which the appeal is taken (St. Thomas or St. Croix). When hearing or rehearing by the court en banc is ordered, the parties will be directed to file additional **paper** copies for the court's use.

(b) In addition to the paper briefs, counsel for any party or amicus curiae must file with the court the same brief in electronic form. Filing must be by e-mail or such other method as the court specifies. The entire brief must be contained in one electronic file, which must be in PDF format. The date of filing the brief is the date the electronic version of the brief is received by the Clerk, provided that ten paper copies are received by the Clerk within three days of electronic transmission. The electronic version of the brief is the official record copy of the brief; if corrections are required to be made to the paper brief, a corrected copy of the electronic brief must be provided.

(c) In addition to a certificate of service, parties must certify that the text of the electronic brief is identical to the text in the paper copies and that the file contains no electronic viruses.

(d) A party may serve the opposing party electronically only with the prior consent of the opposing party. If electronic service is used, the filing party must note in the certificate of service that the opposing party consented to electronic service.

Source: 1988 Court Rule 21.2

Cross-references: F.R.A.P. 28-32; 3rd Cir. L.A.R. 28-32

Committee Comments: ~~No substantive change from prior Court Rule 21.2 is intended.~~

Instructions on electronic filing can be found on the court's web site at www.ca3.uscourts.gov. Certification that the electronic brief is identical to the paper copies is proper even if the paper version begins numbering at the argument page and the PDF version begins numbering at the cover page.

L.A.R. 32.0 FORM OF BRIEFS, THE APPENDIX AND OTHER PAPERS

32.1 Forms of Briefs, Appendices, Motions, and Other Papers

All briefs, appendices, motions and other papers (collectively "papers") shall conform to the following requirements, unless otherwise provided by the F.R.A.P.:

(a) All papers shall be firmly bound at the left margin, and any metal fasteners or staples must be covered. All fasteners must have smooth edges. Use of backbones or spines without stapling is prohibited. Forms of binding such as velo binding and spiral binding are acceptable forms of binding.

(b) All papers shall have margins on both sides of each page that are no less than one (1) inch wide, and margins on the top and bottom of each page that are no less than three-quarters (3/4) of an inch wide.

(c) Typeface. Briefs shall comply with the provisions of F.R.A.P. 32(a)(5) and (6).

(d) Line numbering. Briefs shall contain line numbering, visible in both hard copy and electronic form. Line numbering in briefs shall begin with the first line of the jurisdictional statement. Citations within a brief or to an opponent's brief shall be to the line number.