FOURTH CIRCUIT APPENDIX PAGINATION & BRIEF CITATION GUIDE

The Court has implemented a "Citelinks" utility within the Judiciary's CM/ECF system that hyperlinks appendix citations in the briefs to the cited page of the appendix. The Citelinks functionality requires that counsel paginate the appendix using Bates page numbering and a standard format and that citations to the appendix in the brief follow the same format. Citelinks leaves the official filing in PACER unchanged but creates hyperlinks in copies of the briefs and appendices used by the Court.

The Citelinks requirements apply to all cases proceeding under formal briefing orders issued on or after July 15, 2022, but not to cases in which informal briefs or memorandum briefs are filed. A joint appendix will now be required in all cases proceeding under formal briefing orders, including agency review cases and *Anders* cases.

- **Agency Review Cases**: The agency will continue to file the administrative record in electronic form if available. Rather than adopting the administrative record by linking to it, however, the petitioner or appellant will download the administrative record, add a joint appendix cover page and table of contents, paginate the joint appendix using the Bates numbering and formatting described below, and file it as a joint appendix. Citations in the parties' briefs must be to the joint appendix (JA or J.A.).

- **Anders Cases**: Joint appendices must be filed in cases proceeding under *Anders v. California*, 386 U.S. 738 (1967).

- **Consolidated Cases**: Briefs and joint appendices in consolidated cases must be filed in the lead caes.

Appendix Pagination

- **Joint** appendix page numbers, including sealed volumes, must start with **JA** or **J.A.** followed by the page number.

- **Supplemental** appendix page numbers, including sealed volumes, must start with **SA** or **S.A.** followed by the page number.

- A space is permitted but not required before the page number: use **JA123, JA 123, J.A.123,** or **J.A. 123**. Using a space makes citations in the brief two words rather than one. Do not use a space within the prefix: do not use J. A. or S. A.

- Do not insert a dash, colon, or other character between the prefix and the page number: do not use JA-123 or SA:123.

- Leading zeros are permitted but not required as part of the page number.

- A **font size** of **at least 14 points** must be used to paginate the appendix. **NOTE: the Court's preferred typefaces are Times New Roman, Century Schoolbook**, and **Georgia**. **The Court discourages the use of Garamond.**

- Page numbers must be inserted in an unused area of the **bottom margin**, preferably near the center. They must not interfere with existing pagination, or they will not be recognized by the Citelinks program.

- Use **continuous pagination** for all volumes of the joint appendix, including sealed volumes.

- Do not use volume numbers in your pagination.

- Citelinks cannot create links to pages inserted in the appendix without renumbering of the document. The program does not recognize page number extensions such as 19.1, 19.2, 19.3, or 20A, 20B, 20c.

- Start page numbering for any **supplemental appendix** at page **1**. Use continuous pagination for all volumes of supplemental appendix. Page numbers for any second supplemental appendix must start where page numbers for the first supplemental appendix ended, even if the first supplemental appendix was filed by a different party.
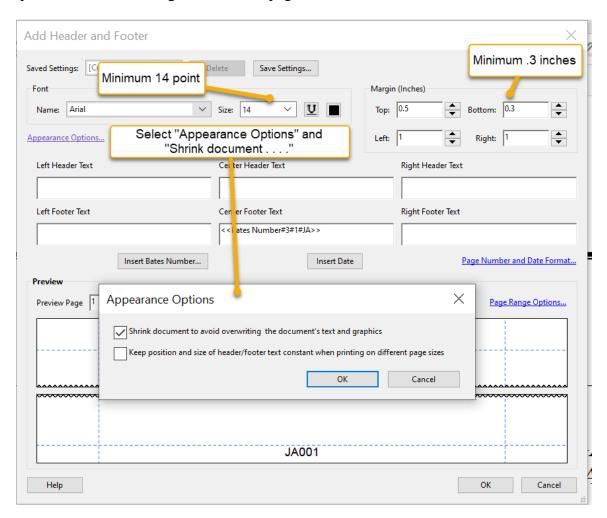
Brief Citations to the Appendix

- Citations in the briefs should follow the same format used to paginate the appendix: **JA123, JA 123, J.A.123,** or **J.A. 123**.

- Sealed volumes of the appendix use continuous pagination and are cited in the same manner as unsealed volumes: **JA678, JA 678, J.A.678,** or **J.A. 678**.

- Do not include volume numbers, line numbers, paragraph numbers, or other sub-organizational indicators.

- Do not insert a dash, colon, or other character between **JA** or **SA** and the page number. Do not use "at" before the page number. Do not use *id., supra,* or *infra* to cite to appendix pages.

- Parentheses or brackets around citations are permitted but not required.

- Leading zeros are permitted but not required as part of the page number. Leading zeros are not required in brief citations even if included in appendix pagination.

- Include all digits when citing consecutive pages: **JA321-322 (not JA321-22)**.

- For non-consecutive pages, use **JA, J.A., SA,** or **S.A.** before each page number: **JA400, JA423 (not JA 400, 423).**

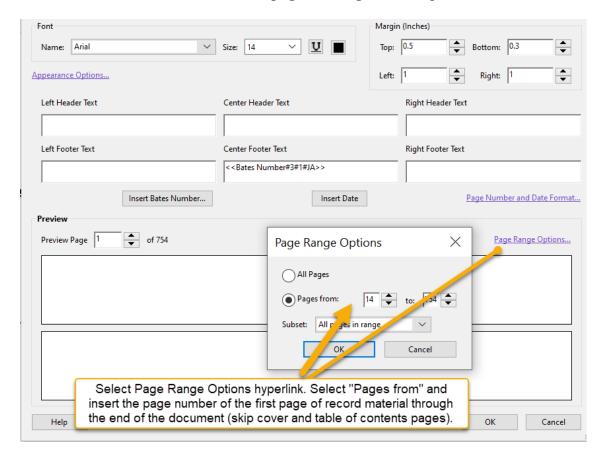| Acceptable Citation Format	
JA123	Use JA or J.A. for joint appendix.
SA123	
JA 123	Use SA or S.A. for supplemental appendix.
SA 123	
J.A.123	A space between prefix and page number is optional.
S.A.123	
J.A. 123	No characters or letters are permitted between prefix and page number.
S.A. 123	
(JA123)	Parentheses and brackets are optional.
JA123-125	Repeat all digits when citing consecutive pages.
JA123, JA234	Repeat prefix when citing non-consecutive pages.

Bates Numbering Instructions for Adobe Acrobat

Use the following instructions to add Bates numbers in Adobe Acrobat. Please consult your application user guide if using another program.
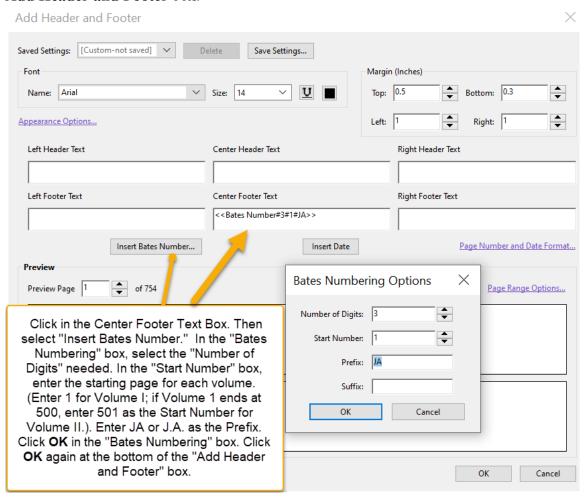
1. **Open Volume I** of your appendix in Adobe Acrobat. Identify the first PDF page with record material (exclude cover page and table of contents). Identify a clean area near the center of the bottom margin for insertion of new Bates numbers. Overwriting characters in the bottom margin will prevent recognition of the Bates pagination by the Citelinks program.
2. Select the Adobe **Tools** tab. Then select **Stamp.** At the pop-up menu bar at the top of the screen, select **Bates Numbering**, then select **Add**.
3. Highlight Volume I in the **Add Files** box and select **OK**.
4. The **Add Header and Footer** box will populate. For **Font** select a font size of **at least 14.**
5. Use the **Margin** box to adjust the location of page numbers to avoid existing pagination. Minimum bottom margin for Bates numbering is **.3 inches**.
6. Select the **Appearance Options** hyperlink. Then select **Shrink document to avoid overwriting the document's text and graphics**. Click **OK**. This will slightly shrink the text, allowing more space in the bottom margin for the new pagination.

7. Select the **Page Range Options** hyperlink. The **Page Range Options** box will populate. Select **Pages from:** and insert the page number of the first page of record material through the end of the document. Select **Subset** and select **All pages in range** from dropdown menu. Select **OK**.

Select Page Range Options hyperlink. Select "Pages from" and insert the page number of the first page of record material through the end of the document (skip cover and table of contents pages).

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8. Click on the **Center Footer Text** box; then select **Insert Bates Number**. The **Bates Numbering Options** box will populate. Select **Number of Digits** and enter number of digits needed. Select **Start Number** and start with page 1 for the first volume of appendix. Select **Prefix** and insert **JA** or **J.A.** Click **OK** in the **Bates Numbering Options** box. Click **OK** again at the bottom of the **Add Header and Footer** box.

9. **Save** the paginated volume to PDF. Printing to PDF flattens the file and makes the Bates numbers unrecognizable. **NOTE: If you are a MAC OS X user, create PDF by using the "Best for Electronic Distribution" option.**

10. Follow the same steps for each subsequent volume of appendix. In the **Bates Numbering Options** box, enter the next consecutive page number as the **Start Number** for each subsequent volume. If Volume I ended at page 500, enter 501 as the **Start Number** for Volume II.