

## Electronic Appendix Instructions

[Local Rule 25\(a\)\(1\)\(D\)](#) requires appendices in formally briefed cases to be filed in electronic and paper form. See the [Local Rules](#), the [Fourth Circuit Brief & Appendix Requirements](#) and the [Fourth Circuit Appendix Pagination & Brief Citation Guide](#) for detailed information on the format and content requirements for electronic appendices.

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 are filed under Local Rule 34(b). A joint appendix will 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).

This document covers:

- [Creating an Electronic Appendix from the District Court Docket](#)
- [Filing an Electronic Appendix in Appellate CM/ECF](#)
- [Appendix Pagination](#)
- [Bates Numbering Instructions for Adobe Acrobat](#)
- **Creating an Electronic Appendix from the District Court Docket**

For cases arising from a district court action, the electronic appendix can be created directly from the docket. You must log in to district court CM/ECF to utilize the "Create Appendix" functionality. PACER users do not have access to "Create Appendix."

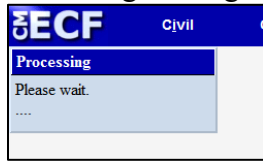
1. Log in the district court CM/ECF application.
2. Select **Reports**.
3. Select **Docket Sheet**.
4. Enter the district court case number.
5. Select **Find This Case**.
6. Under *Document Options*, select **Create Appendix**.

- If more than one case is returned, select the correct case then select **Run Report**.

- The docket sheet will open.
- Select documents for the appendix by checking the box next to the docket number.
- After selecting all appendix documents, rearrange the order of the documents, if needed, and enter numbers in the *Sort Order* column.
- After selecting all necessary documents, scroll to the end of the docket sheet.
- Make sure **Include full docket sheet** and **Include documents in Appendix** are selected.
- Select **View Selected** to preview the compiled documents.

- If any documents selected are restricted or sealed, a **Warning!** message will appear. Click back to remove these documents from the appendix. Restricted and sealed documents must be filed in a separate, sealed volume.
- When proceed, select **View Document**.

16. A Processing message will appear as the document is compiled.



17. The compiled appendix will load.

18. Review the file to ensure all documents are included.

19. Select the save icon to save the appendix to your computer. **NOTE: If you are a MAC OS X user, create PDF by using the “Best for Electronic Distribution” option.**

20. Name the file appropriately and save it to a location that you will be able to locate easily.

21. The electronic appendix must include a cover page and table of contents. The cover page and table of contents may be uploaded as separate files or combined with the body of the appendix.

22. The electronic appendix must be paginated according to the [Appendix Pagination](#) requirements using [Bates Stamp Numbering](#).

- **Filing an Electronic Appendix in Appellate CM/ECF**

Once your appendix has been compiled and paginated, follow the steps below to upload to CM/ECF.

1. Login to Appellate CM/ECF at <https://ecf.ca4.uscourts.gov/>.
2. Select **Filing**.
3. Enter the case number. Note: If you are filing in a consolidated case, the Joint Appendix must be filed in the lead case number.
4. Type “*Appendix*” in the *Type of Document*.
5. Select the appropriate entry for the type of appendix you are filing; Joint Appendix, Sealed Joint Appendix, Sealed Supplemental Appendix, Supplemental Appendix.
6. Select **Continue**.

7. The event filing screen will open.
8. Complete the entry prompts.
9. Upload the appendix files.
10. After all files are uploaded, select **Continue**.

CM<sup>ECF</sup> Filing Reports Utilities Getting Started Log Out United States Court of Appeals for the Fourth Circuit

**File a Document | JOINT APPENDIX**

File to case: 23-4545

Select modifier if appropriate

Attention

1120i: **If making corrections not requested by court, file separate "Motion" and corrected copies of electronic and any paper appendices.**

Digital media exhibit volume?

No

Attention

1070i: **If Yes, the clerk's office will send a link to upload the digital media file(s) to Box.com.**

Attention

898i: **No paper copies required unless case has been tentatively calendared or copies otherwise ordered. For briefing orders issued on or after 7/15/2022, filings must comply with Appendix Pagination & Brief Citation Guide.**

Party Filer

622f: **Please select the filer(s) below.**

Filer	Type	Case
Beasley, Ricky	Appellant-Defendant	23-4545 US v. Ricky Beasley
US	Appellee-Plaintiff	23-4545 US v. Ricky Beasley

Select All

Selected Filer	Type	Case	Remove All
Beasley, Ricky	Appellant-Defendant	23-4545 US v. Ricky Beasley	X

Attention

897i: **The maximum size for a single file is 50MB. Up to 250MB may be uploaded to a single entry. No volume may exceed 700 pages. Paper and electronic volumes must match.**

Upload Documents

Description

Additional Document

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
57-6350_Documents.pdf	JOINT APPENDIX	5791 KB		X

Attention

878i: **File any sealed volume using SEALED JOINT APPENDIX entry.**

Continue Cancel

11. The *Docket Text* window will appear. If it is correct, select **Continue**. If you need to make corrections, select **Cancel**.

**Docket Text**

JOINT APPENDIX by [redacted] Digital media exhibit volume? No. {dktEntryId } [23-4545]

**Continue** **Cancel**

12. The *Final Review* window will appear. Review the information on screen and select **Submit** to file the electronic appendix.

CM/ECF Filing Reports Utilities Getting Started Log Out United States Court of Appeals for the Fourth Circuit

**File a Document | JOINT APPENDIX**

File to case: 23-4545

Select modifier if appropriate

Attention

Attention

Docket Text

Final Review

File to Case  
23-4545

Type of Document  
JOINT APPENDIX

Select modifier if appropriate  
No data was entered.

Digital media exhibit volume?  
No

Party Filer  
Beasley, Ricky (Appellant-Defendant) 23-4545

Upload Documents  
57-5350\_Documents.pdf (81 pages)

Docket Text  
JOINT APPENDIX by Ricky Beasley. Digital media exhibit volume? No. [dktEntryId ] [23-4545]

After you click the Submit button, you cannot change this filing.  
Have you redacted personal identifiers from the document you filed?

12 Submit Edit Cancel

- **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.
- 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.
- Do not insert additional pages without renumbering the joint appendix.
- 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).

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

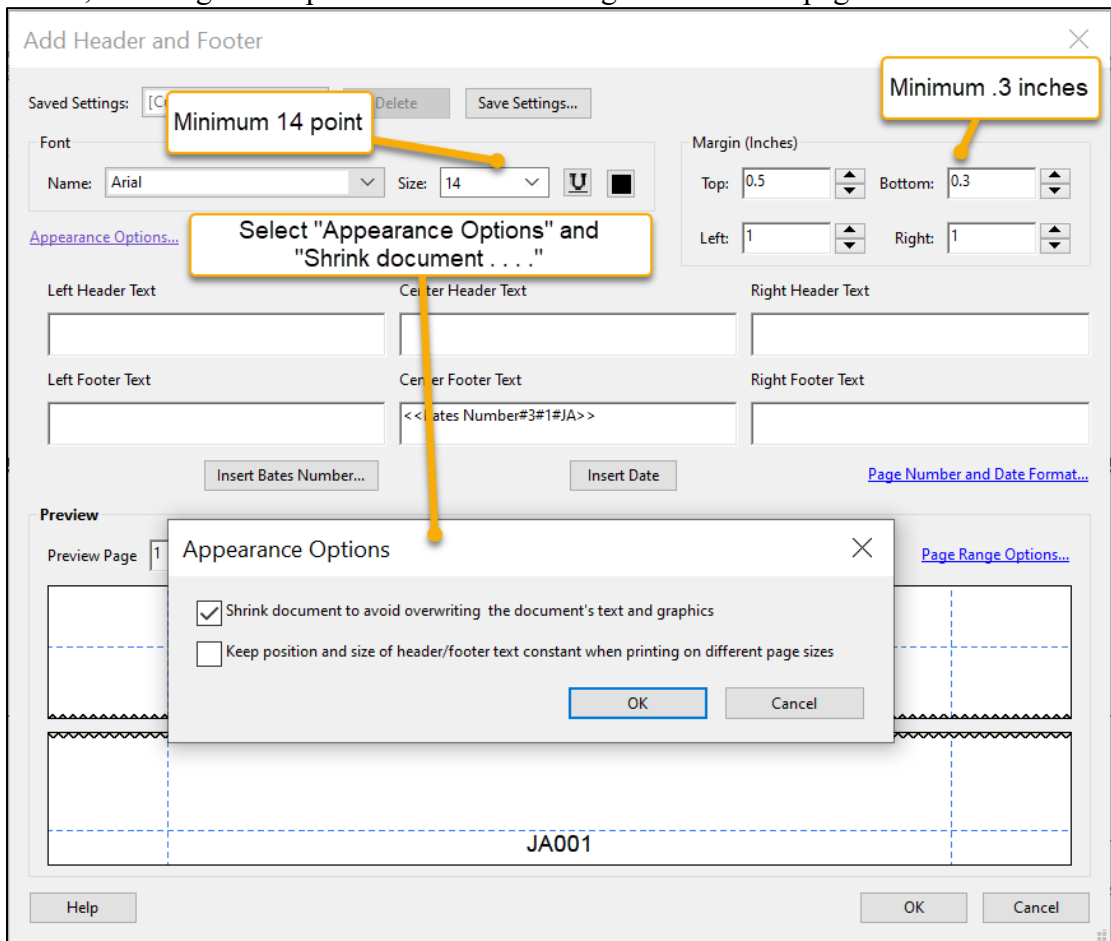
• **Bates Numbering Instructions for Adobe Acrobat**

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.
3. Select **Stamp**.
4. At the pop-up menu bar at the top of the screen, select **Bates Numbering**, then select **Add**.
5. Highlight Volume I in the **Add Files** box and select **OK**.
6. The **Add Header and Footer** box will populate. For **Font** select a font size of **at least 14**.
7. Use the **Margin** box to adjust the location of page numbers to avoid existing pagination. Minimum bottom margin for Bates numbering is **.3 inches**.
8. 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.



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

The screenshot shows a document formatting dialog box with several sections:

- Font:** Name: Arial, Size: 14, with Underline and Bold icons.
- Margin (Inches):** Top: 0.5, Bottom: 0.3, Left: 1, Right: 1.
- Appearance Options...** (hyperlink)
- Header/Footer Text:** Fields for Left, Center, and Right Header and Footer text. The Center Footer text contains the code: << Bates Number#3#1#JA >>
- Buttons:** Insert Bates Number..., Insert Date, and Page Number and Date Format... (hyperlink)
- Preview:** Preview Page 1 of 754, with a large empty text area.
- Page Range Options (sub-dialog):**
  - Radio buttons for  All Pages and  Pages from: 14 to 34.
  - Subset: All pages in range (dropdown menu).
  - Buttons: OK and Cancel.
- Callout Box:** A yellow box with a black border containing the text: "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)." with arrows pointing to the sub-dialog.



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

The screenshot shows the 'Add Header and Footer' dialog box. The 'Center Footer Text' field contains the text '<<Bates Number#3#1#JA>>'. The 'Bates Numbering Options' dialog is open, showing 'Number of Digits' set to 3, 'Start Number' set to 1, and 'Prefix' set to 'JA'. A yellow box highlights the 'Center Footer Text' field and the 'Insert Bates Number...' button, with an arrow pointing to the 'Bates Numbering Options' dialog.

**Click in the Center Footer Text Box. Then select "Insert Bates Number." In the "Bates Numbering" box, select the "Number of Digits" needed. In the "Start Number" box, enter the starting page for each volume. (Enter 1 for Volume I; if Volume 1 ends at 500, enter 501 as the Start Number for Volume II.). Enter JA or J.A. as the Prefix. Click **OK** in the "Bates Numbering" box. Click **OK** again at the bottom of the "Add Header and Footer" box.**

21. **Save** the paginated volume to PDF. Printing to PDF flattens the file and makes the Bates numbers unrecognizable.
22. 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.