

documents. Each hyperlink shall clearly identify the document it references.

4. Time and Form of Filing.

- (A) CD-ROM briefs shall be filed not later than ten days after the filing of the final paper briefs, unless the court directs otherwise.
- (B) Two copies of the CD-ROM shall be filed, unless the court requests the filing of additional copies.
- (C) One copy of the CD-ROM shall be served on each party separately represented and on each pro se party. A certificate of service shall accompany each submission.
- (D) Each CD-ROM shall be packaged in a standard container commonly known as a "jewel case" or other secure container. A simple paper sleeve shall not suffice for this purpose.
- (E) Each submission shall be labeled with the short title of the case, the court of appeals docket number, the date of submission, and the name of the party making the submission. The label shall appear on the CD-ROM itself and on the jewel case or other container. Where a submission includes multiple CD-ROMs each shall be labeled as above, with the additional identification as "CD-ROM 1 of 2", etc.
- (F) Each CD-ROM shall indicate a signature (/s/) of counsel or the pro se litigant making the submission, without the need to include an electronic signature.

COMMITTEE NOTE: Former 6th Cir. R. 10(a) and (j).

6 Cir. I.O.P. 31 [Reserved]

COMMITTEE NOTE: No corresponding 6 Cir. I.O.P.

FRAP 32 Form of Briefs, Appendices, and Other Papers

(a) Form of a Brief.

(1) Reproduction.

- (A) A brief may be reproduced by any process that yields a clear black image on light paper. The paper must be opaque and unglazed. Only one side of the paper may be used.

- (B) Text must be reproduced with a clarity that equals or exceeds the output of a laser printer.
 - (C) Photographs, illustrations, and tables may be reproduced by any method that results in a good copy of the original; a glossy finish is acceptable if the original is glossy.
- (2) **Cover.** Except for filings by unrepresented parties, the cover of the appellant's brief must be blue; the appellee's red; an intervenor's or amicus curiae's, green; and any reply brief, gray, and any supplemental brief, tan. The front cover of a brief must contain:
- (A) the number of the case centered at the top;
 - (B) the name of the court;
 - (C) the title of the case (see Rule 12(a));
 - (D) the nature of the proceeding (e.g., Appeal, Petition for Review) and the name of the court, agency, or board below;
 - (E) the title of the brief, identifying the party or parties for whom the brief is filed; and
 - (F) the name, office address, and telephone number of the counsel representing the party for whom the brief is filed.
- (3) **Binding.** The brief must be bound in any manner that is secure, does not obscure the text, and permits the brief to lie reasonably flat when open.
- (4) **Paper Size, Line Spacing, and Margins.** The brief must be on 8½ by 11 inch paper. The text must be double-spaced, but quotations more than two lines long may be indented and single-spaced. Headings and footnotes may be single-spaced. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there.
- (5) **Typeface.** Either a proportionally spaced or a monospaced face may be used.
- (A) A proportionally spaced face must include serifs, but san-serif type may be used in headings and captions. A proportionally spaced face must be 14-point or larger.
 - (B) A monospaced face may not contain more than 10½ characters per inch.

(6) **Type Styles.** A brief must be set in a plain, roman style, although italics or boldface may be used for emphasis. Case names must be italicized or underlined.

(7) **Length.**

(A) **Page limitation.** A principal brief may not exceed 30 pages, or a reply brief 15 pages, unless it complies with Rule 32(a)(7)(B) and (C).

(B) **Type-volume limitation.**

(i) A principal brief is acceptable if:

- it contains no more than 14,000 words; or
- it uses a monospaced face and contains no more than 1,300 lines of text.

(ii) A reply brief is acceptable if it contains no more than half of the type volume specified in Rule 32(a)(7)(B)(i).

(iii) Headings, footnotes, and quotations count toward the word and line limitations. The corporate disclosure statement, table of contents, table of citations, statement with respect to oral argument, any addendum containing statutes, rules or regulations, and any certificates of counsel do not count toward the limitation.

(C) **Certificate of compliance.**

(i) A brief submitted under Rule 32(a)(7)(B) must include a certificate by the attorney, or an unrepresented party, that the brief complies with the type-volume limitation. The person preparing the certificate may rely on the word or line count of the word-processing system used to prepare the brief. The certificate must state either:

- the number of words in the brief; or
- the number of lines of monospaced type in the brief.

(ii) Form 6 in the Appendix of Forms is a suggested form of a certificate of compliance. Use of Form 6 must be regarded as sufficient to meet the requirements of Rule 32(a)(7)(C)(i).

(b) **Form of an Appendix.** An appendix must comply with Rule 32(a)(1), (2), (3), and (4), with the following exceptions:

- (1) The cover of a separately bound appendix must be white.
- (2) An appendix may include a legible photocopy of any document found in the record or of a printed judicial or agency decision.
- (3) When necessary to facilitate inclusion of odd-sized documents such as technical drawings, an appendix may be a size other than 8½ by 11 inches, and need not lie reasonably flat when open.

(c) **Form of Other Papers.**

(1) **Motion.** The form of a motion is governed by Rule 27(d).

(2) **Other Papers.** Any other paper, including a petition for panel rehearing and a petition for hearing or rehearing en banc, and any response to such a petition, must be reproduced in the manner prescribed by Rule 32(a), with the following exceptions:

- (A) a cover is not necessary if the caption and signature page of the paper together contain the information required by Rule 32(a)(2). If a cover is used, it must be white.
- (B) Rule 32(a)(7) does not apply.

(d) **Signature.** Every brief, motion or other paper filed with the court must be signed by the party filing the paper or, if the party is represented, by one of the party's attorneys.

(e) **Local Variation.** Every court of appeals must accept documents that comply with the form requirements of this rule. By local rule or order in a particular case a court of appeals may accept documents that do not meet all of the form requirements of this rule.

6 Cir. R. 32 Certification of Counsel; Form of Briefs and the Appendix

(a) The certification of compliance required by FRAP 32(a)(7)(C) shall follow immediately after the signature of counsel at the end of the brief.

(b) **Legibility and Binding.** This Court encourages inexpensive forms of reproduction to minimize cost. However, counsel must inspect each copy of the brief and appendix to insure legibility, completeness and proper binding.