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## TEXAS CIVIL APPELLATE BRIEF CHECKLIST<sup>1</sup>

### Document Checklist

Notice of Appeal. Tex. R. App. P. 25.1, 26.1, 28, 30.

Request for Preparation of Clerk's Record. Tex. R. App. P. 34.1., 34.5, 35.1.

Request for Preparation of Reporter's Record. Tex. R. App. P. 34.1, 34.6, 35.1,

Civil Docketing Statement. Tex. R. App. P. 32.1.

Appellee's Mediation Statement. Not a requirement of TRAP, but requested from Appellees by the First, Thirteenth, and Fourteenth, Courts of Appeals.

Brief of Appellant. Tex. R. App. P. 38.1.

Brief of Appellee. Tex. R. App. P. 38.2.

Reply Brief of Appellant. Tex. R. App. P. 38.3.

### Brief Formatting

**Paper Size:** 8.5 by 11.0 inches (Tex. R. App. P. 9.4(b).)

**Margins:** One inch on all sides. (Tex. R. App. P. 9.4(c).)

**Spacing and Line Spacing:** Text must be double-spaced, but footnotes, block quotations, short lists, and issues or points of error may be single-spaced. (Tex. R. App. P. 9.4(d).)

**Typeface and Font Size:** No smaller than 14-point except for footnotes, which must be no smaller than 12-point. A typewritten document must be printed in standard 10-character-per-inch (cpi) monospaced typeface. (Tex. R. App. P. 9.4(e).)

**Binding:** A paper document should be stapled once in the top left-hand corner or be bound so that it will lie flat when open. (Tex. App. P. 9.4(f).)

**Covers and Backs:** A paper petition or brief should have durable front and back covers which must not be plastic or be red, black, or dark blue. (Tex. R. App. P. 9.4(f).) A document's front cover, if any, must contain the case style, the case number, the title of the document being filed, the name of the party filing the document, and the name, mailing address, telephone number, fax number, if any, email address, and State Bar of Texas identification number of the lead counsel for the filing party. (Tex. R. Ap. P. 9.4(g).)

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<sup>1</sup> Source: TEXAS RULES OF APPELLATE PROCEDURE, updated with amendments effective January 1, 2014.