

REPLY BRIEF: FORMAT CHECKLIST¹

Content Format V.I.R.APP.P. 15(a)

- Double Spaced
- At least 14-point type (both the main body and the footnotes)²
- Margins: left & right at least 1 inch / top and bottom at least ¾ inch
- No other documents are attached to the brief
- Brief does not exceed 3, 900 words. This does not include the front page, table of contents, table of authorities and certifications. Rule 22(f)
- All pages clearly and sequentially numbered
- Paper is opaque, unglazed, 8.5 x 11 inches
- Brief must be firmly bound at the left margin in a secure matter than does not obscure the text and permits it to lie flat when open

Front Cover Format V.I.R.APP.P. 15(a)

- Front cover page must be **GRAY** and must include:
- Supreme Court Case Number
- Supreme Court Case Title
- Superior Court Case Number
- Superior Court Judicial Division
- Title of Document (“Reply Brief”)
- Name, address, phone number and fax number of counsel or pro se party filing the brief

Redactions V.I.R.APP.P. 15(c)

All of the following information either cannot appear or must be properly redacted:

- Social Security Numbers
- Names of Minor Children and Victims of Sexual Assault (initials must be substituted)
- Dates of Birth
- Financial Account Numbers
- Home Addresses; in a criminal case, if a home address must be included, only the city and state or territory should be listed.

¹ In the interest of maintaining a high quality of advocacy, these checklists are offered to parties that file briefs in the Supreme Court of the Virgin Islands. They are intended to provide guidance, not replace, those portions of the Virgin Islands Supreme Court Rules that relate to preparing briefs in the Court. All references to rules in these checklists are to the Virgin Islands Supreme Court Rules, and any conflicts should be resolved by referring to the Rules which can be found on our website.

² This Chart appears in Times New Roman-14 font.

CONTENT CHECKLIST

- **Cover Page** (see also V.I.R.APP.P. 15; Format Checklist)
- **Table of Contents** – with page references
- **Table of Authorities**, with references to pages on which authorities appear in the following order:
 - (1) Cases (in alphabetical order)
 - (2) Statutes
 - (3) Rules
 - (4) Other authorities (in alphabetical order)
- **Argument** V.I.R.APP.P. 22(a)(5): The Reply Brief must only respond to arguments made in Appellee’s Brief. The Reply Brief cannot include any new issues or new arguments.
- **Conclusion** V.I.R.APP.P. 22(a)(6): Statement of Specific relief being requested
- **Certifications:**
 - Service V.I.R.APP.P. 15(d) and (e)
 - The brief complies with the length limitations. The certification must include the number of words. Parties can use the word count provided in the word processing system used to prepare the document.