

APPELLEE'S BRIEF: FORMAT CHECKLIST¹

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

- Double Spaced
- At least 14-point type (both main body and 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 30 pages. This does not include the front page, table of contents, table of authorities and certifications
- 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 **RED** and must include:
- Supreme Court Case Number
- Supreme Court Case Title
- Superior Court Case Number
- Superior Court Judicial Division
- Title of Document (“Appellee’s 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 to, not replace, those portions of the Virgin Islands Rules of Appellate Procedure that relate to preparing briefs and joint appendices in the Court. All references to rules in these checklists are to the Virgin Islands Rules of Appellate Procedure, 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.

APPELLEE'S BRIEF – CONTENT CHECKLIST

- **Cover Page** (V.I.R.APP.P 15(a), (c); 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) Other Authorities
- **Statement of Jurisdiction** V.I.R.APP.P 22(a)(2)³
 - **Superior Court's Subject Matter Jurisdiction**, which must include:
 - Governing Statute
 - Facts to Establish Jurisdiction
 - **Supreme Court's Appellate Jurisdiction**, which must include:
 - Governing Statute
 - Facts to Establish Jurisdiction
 - **Filing Dates** to Establish Timeliness of Appeal
 - Statement that the order appealed is final and disposes all claims against all parties –or– that the court's jurisdiction is established on some other basis
- **Statement of Issues Presented** V.I.R.APP.P 22(a)(3)⁴
 - List the specific issues being presented for the Court's consideration. Appellees cannot present new issues unless Appellee filed a cross appeal. Each issue must include:
 - Specific joint appendix pages where the issue was raised, objected to and ruled upon
 - The standard and scope of review for the issue
- **Statement of Related Proceedings** V.I.R.APP.P 22(a)(3)⁵
 - State whether this case has previously been before the V.I. Supreme Court
 - State whether the party is aware of any case or proceeding—past or present—that is related to this case and is now—or has ever been—before any other court
- **Statement of the Case and Statement of Facts** V.I.R.APP.P 22(a)(4)
 - Brief Discussion of the Nature of the Case
 - Discussion of the facts related to the issues presented
 - Citations to the joint appendix where all facts appear (see also Rule 22(d))

³ Appellee may state that Appellee agrees with Appellant's Statements

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- **Argument** V.I.R.APP.P 22(a)(5): Contentions on each issue supported by the reasons, citations to authorities and parts of the record
- **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))
 - At least one of the attorneys is a member of the V.I. Bar Association
 - The brief complies with the length limits. This certification must include the number of words. Parties can use the word counsel provided in the word processing system used to prepare the brief.
 - Brief of a company must also include a Corporate Disclosure Statement (V.I.R.APP.P. 18)