Rule 10. BRIEFS

(A) *Filing,* Number and Length of Briefs. All parties shall file an original and 4 copies of their briefs. *In addition, all parties shall email their briefs, in Microsoft Word or Adobe Acrobat (R) PDF format, to the court at 6thbriefs@co.lucas.oh.us within seven days of the date the brief is filed. A party may apply to the court for a waiver of the email requirement by filing a "Motion for Waiver of Email Requirement" at the time he or she files the brief. If a waiver motion is filed, the seven day time limit will begin to run after the motion is ruled on. The motion shall state why the waiver is requested. Failure to comply with this rule may result in sanctions.*

Initial briefs of appellant and appellee shall not exceed 30 pages, 15 pages for accelerated calendar appeals. Reply briefs shall not exceed 10 pages and are not permitted in accelerated calendar appeals except with leave of court. All page limits are exclusive of the table of contents, lists of authorities, and appendix. For good cause shown, the court may grant a party's motion for leave to file a brief in excess of the page limitation. The motion shall specify the number of extra pages requested and the reasons extra pages are required.

(B) **General Requirements.** The body text of a brief must be set in a plain legible typeface of at least 12 points, such as Times New Roman or Arial. Footnotes are discouraged but when necessary must be set in the same typeface as the body text of no less than 12 points. The body of the text of a brief and footnotes must be double-spaced, but quotations of fifty words or more may be single spaced and blocked. The excessive use of single spaced block quotations to meet page limitations for briefs, i.e., reduced font size or condensed type style, shall result in a brief being stricken sua sponte.

(C) **Citations.** Reference to the record must include reference to the volumes and page number of transcript. Case citations and other legal authorities must appear in the text of the argument after the point of law for which the case or legal authority is cited, NOT in a footnote, and must include the volume and page number of the case, and the particular page or paragraph number where the point of law is found. Citations shall conform to the Manual of Citation issued by the Supreme Court of Ohio's Reporter of Decisions and Ohio's Revisions to the Manual of Citations (2002).

(D) **Contents of Briefs.** Reply briefs shall be restricted to matters in rebuttal of appellee's brief. In addition to the requirements of App.R. 16, the appendix of appellant's brief shall contain a copy of the judgment entry from which the appeal is taken. It is not necessary to include copies of any cases cited in the briefs. An official citation shall be used in the table of cases.

(E) **Appendix--When Tabs Required.** When the appendix to a brief contains three or more items, each item must be separately tabbed and identified by consecutive numbers or letters or by name of the document and referred to in the brief by the corresponding number, letter or name.

(F) **Non-conforming Briefs.** A brief not prepared in accordance with this rule, as well as App.Rs. 16 and 19, may be stricken. The court may permit a party to file a revised brief which conforms to the rules.

(Effective January 1, 1980; effective October 1, 1986; August 1, 1989; October 1, 1991; July 1, 1992; June 30, 1994; January 1, 1998, amended, effective July 1, 2002; July 1, 2006; January 1, 2011; amended effective September 1, 2011.)