

REQUIREMENTS FOR BRIEFS AND EXHIBIT BOOKS

1. Highlight relevant parts of exhibits.
2. File exhibits in a separate appendix from the brief. Use a looseleaf notebook. Index and tab exhibits.
3. File cases in a separate looseleaf notebook.
4. Highlight relevant portions of cases - note on title page relevant pages highlighted and what case stands for.
5. **DO NOT** use LEXIS or WESTLAW format of case when Reporter format is available.
6. **DO NOT USE** a looseleaf notebook for original papers to be filed with the Clerk of the Court. However, they should be bound together.