

Supreme Court of Virginia

Appellate Filing Procedure



Est. 1992

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ABOUT LANTAGNE LEGAL

Lantagne Legal Printing (Est. 1992) is a family-run business serving the legal community as a professional service specializing in appellate procedure. We provide the highest levels of quality, service and expertise to our clients, drawing on over a century of combined appellate experience. Our staff is uniquely prepared to meet all of your appellate needs.

In 1997 we welcomed Brief Printing Specialists to the Lantagne Legal Printing family. At that time Kay Craig and May Serafim had worked in the appellate field for over 13 years. During those years they established an impressive reputation for quality and service. The combination of our staffs created the strongest, most experienced appellate services company operating in Richmond today. Kay has since retired but May is still with us serving the legal community in appellate filings.

As a company, we constantly strive to be the very best at what we do. Our commitment to our clients is to provide superior service at a fair price. Comments and suggestions on our work and how we might improve our services are always welcome and can be sent directly to me.

Sincerely,

Anthony G. Lantagne
President

ABOUT THIS HANDBOOK

This handbook provided by Lantagne Legal Printing is intended as a helpful guideline for the appellate process and is not intended as a substitute for the Rules of the Virginia Supreme Court. For detailed and definitive answers to appellate procedures and questions, the actual Rules of the Virginia Supreme Court should be consulted. We are more than happy to provide copies of the actual rules when requested.

Be sure to visit us on the web at lantagne.com

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Supreme Court of Virginia

FILING SCHEDULE

The following Rule of the Virginia Supreme Court, **Rule 5:26(c)**, has been condensed into the filing schedule below:

Brief of Appellant:	40 days after the date of the certificate of appeal issued by the Clerk of the Supreme Court
Joint Appendix:	Filed along with Brief of Appellant
Brief of Appellee:	25 days after filing of the Brief of Appellant
Reply Brief of Appellant:	14 days after filing of the Brief of Appellee

Specifications for the Brief of Appellant

Effective July 1, 2015, primary filing of briefs and appendices must be done through the Virginia Appellate Courts eBriefs System (VACES), and briefs and appendices should be in PDF/A format. Paper copies must also be filed. Guidelines are located at www.courts.state.va.us/online/vaces/resources/guidelines.pdf. **Lantagne Legal Printing handles all electronic and paper filing requirements for our clients.**

Rule 5:6:

Paper: 8-½ x 11 inches in size

Margins: At least 1 inch on all sides

Type: 14 point or greater and must use one of the following fonts: Arial; Cambria; Century; Century School Book; Constantia; Courier New; Franklin Gothic Book; Georgia; Palatino Linotype; Tahoma; Times New Roman; Verdana

Spacing: Double-Spacing, except for footnotes and quotations

Number of copies: Rule 5:26(b) and (e)

File: Electronic filing through the Virginia Appellate Courts eBriefs System (VACES) and three paper copies

Serve: PDF version via email or disc, no paper service required

Page/Word Limit: 50 pages or 8,750 words

Color of cover: Rule 5:31

Brief of appellant: White

Requirements for the Brief of Appellant

The brief of appellant shall contain under appropriate and separate headings (Rule 5:27):

1. Table of Contents
2. Table of Authorities
3. Assignment(s) of Error (must include a reference to the record where the error was preserved in the lower proceeding)
4. Statement of the Nature of the Case and of the Material Proceedings in the Trial Court
5. Statement of the Facts (must include appropriate references to the record)
6. Argument, including Standard of Review
7. Conclusion with counsel's signature (which need not be in handwriting), Virginia Bar number, address, phone number (with applicable extension), fax number and email address
8. Certificate of Service (which need not be signed in handwriting) (*see following page for example*)

On Binding: These bindings are NOT accepted by the Court:

- **Spiral binding/ring notebooks (includes GBC binding)**
- **Acco fasteners**
- **Plastic report covers with detachable spines**

SAMPLE CERTIFICATE OF SERVICE

CERTIFICATE OF SERVICE

I hereby certify that Rule 5:26(e) of the Supreme Court of Virginia has been complied with and pursuant to the Rule, a PDF version of this brief has been filed through VACES and ten paper copies delivered to the Clerk's Office. An electronic version has also been delivered to opposing counsel via email (or on disc via US mail or hand delivery) to _____, _____, on this ___ day of _____, 201__.

(If a word count is used, language similar to the following must be added. If your brief is under the page limit, no word count language is required)

I also certify compliance with the word count in that this brief contains _____ words, exclusive of those parts that by rule do not count toward the word limit.

Attorney's Name

RULE 5:32 – APPENDIX

Rule 5:32(a): Requirements for the Joint Appendix

1. Table of Contents
2. Basic Initial Pleading, as amended
3. Final Judgments of all tribunals that considered the case, including Judgment appealed from, and any Memorandum or Opinions relating to such Judgments
4. Assignments of Error
5. Any other relevant parts of the Record
6. Any relevant exhibits of the Record

Rule 5:32(b)(1): Designation of Contents of Appendix

Joint Designation: 15 days from certificate of appeal/record filed

Appellant Designation: 15 days from certificate of appeal/record filed

Appellee Designation: 15 days from filing of Appellant’s designation

Rule 5:32(d): Form of Presentation

At the beginning to the appendix there shall be a table of contents. Thereafter, the parts of the record to be reproduced shall be set out in chronological order. Witness testimony must listed by name in the table of contents and indicate direct, cross, redirect, etc. Omissions in the text of documents shall be indicated by asterisks, and exhibits should include a description, not just the exhibits number.

Rule 5:32(b)(3): Costs

Unless counsel otherwise agree, the cost of producing the appendix shall initially be paid by the appellant, but if the appellant considers designations of the appellee unnecessary for the determination of the issues, he may so advise the appellee and the appellee shall advance the costs for printing those parts. Costs of producing the appendix shall be taxed as costs in the case.

Rule 5:31: Color of Cover

Red

Rule: 5:26(e): Filing and Service

File: Electronic filing through VACES; 3 paper copies

Serve: PDF version via email or disc, no paper service required

Page Limit: N/A

DESIGNATION FORMAT

IN THE SUPREME COURT OF VIRGINIA

_____,)
 Appellant,)
)
 v.) Record No.: _____
)
)
)
 _____,)
 Appellee.)

APPELLANT'S DESIGNATION

Pursuant to Rule 5:32(b) of the Rules of the Supreme Court of Virginia, the appellant, _____, submits the following Designation of the Contents to the Appendix:

1. The initial pleading (as finally amended), unless other version are necessary to consider the assignments of error;
2. Final judgments of all tribunals that have considered the case, including the judgments appealed from, and any opinion relating to such judgments;
3. Testimony and other incidents of the case germane to the assignments of error;
4. Exhibits necessary for an understanding of the case that can be reasonably reproduced;
5. Other parts of the record to which the parties wish to direct the Court's attention;

Respectfully Submitted,
 Appellant's Name
 By Counsel

 Name
 Firm
 Address
 Phone Number

Certificate of Service

I hereby certify that a true and exact copy of the foregoing Designation of Record was mailed and/or hand-delivered to Name , Address , this ___ day of _____, 201__.

 Name

Brief of Appellee: Content Requirements

Specifications for the Brief of Appellee are identical to those for the brief of appellant (see page 2), except the cover is **BLUE**.

Rule 5:28:

1. Table of Contents
2. Table of Authorities*
3. Statement of the Case
4. Statement of the Facts
5. Argument and Standard of Review
6. Assignments of Cross Error, if any, and Argument
7. Conclusion
8. Certificate of Service

*These statements need not be made
unless appellee is dissatisfied with
those of the appellant*

Reply Brief of Appellant: Content Requirements

Specifications for the Reply Brief of Appellant are identical to those for the brief of appellant (see page 2), except the cover is **GREEN** and it is limited to 15 pages or 2,625 words.

Rule 5:29:

1. Table of Contents
2. Table of Authorities
3. Argument
4. Conclusion
5. Certificate of Service

FILING REQUIREMENTS SUMMARY

Primary filing of briefs and appendices must be done through the Virginia Appellate Courts eBriefs System (VACES), and briefs and appendices should be in PDF/A format. Paper copies must also be filed. Guidelines are located at www.courts.state.va.us/online/vaces/resources/guidelines.pdf. **Lantagne Legal Printing handles all electronic and paper filing requirements for our clients.**

<u>NAME</u>	<u>COLOR</u>	<u>FILE</u>	<u>SERVE</u>	<u>PG./WORD LIMIT</u>
Brief of Appellant	White	3	PDF	50 or 8,750
Brief of Appellee	Blue	3	PDF	50 or 8,750
Reply Brief of Appellant	Green	3	PDF	15 or 2,625
Appendix	Red	3	PDF	N/A
Brief of Amicus Curiae	Gray	3	PDF	50 or 8,750

(Special note for appeals in death penalty cases: the page/word limit is expanded to 100 pages or 17,500 words for the Brief of Appellant and Brief of Appellee; 50 pages or 8,750 words for the Reply Brief)

RULE 5:37: Petitions for Rehearing: Notice of intent to file must be filed with the clerk of Court within 10 days after the date of the order or opinion of Court. Must be filed and served via email. Petitions for Rehearing will be limited to the longer of 10 pages or 1,750 words.

===== **RULE 5:6(b): COVER INFORMATION**=====

1. Name of Court and Record Number
2. Style of Case
3. Title of Document
4. Names, Virginia Bar numbers, addresses, telephone numbers (including any applicable extension), fax numbers and email addresses of counsel representing the party on whose behalf the document is filed.

SUMMARY OF SERVICES

Joint Appendix

- Obtain documents from the original record located at the Supreme Court Clerk's Office
- Make sure all documents required by the court are included in the appendix
- Complete assembly of the appendix according to the rules of the court
 - ◆ Place all documents in chronological order
 - ◆ Place asterisk symbols for omissions of text in a document
 - ◆ Number each page
- Large exhibits produced full size if possible or reduced in size – as requested
- Prepare table of contents
- Prepare cover and copy on appropriate color cover stock
- Send text searchable PDF proof via email. Paper proof is available on request.

Briefs

- Ability to accept briefs via e-mail, disc, fax or hard copy the day it is due for filing. No later than 1:00 p.m. guarantees hand-filing
- Thoroughly examine and check brief for compliance with all Rules of the Court, notifying you of any needed changes
- Prepare cover and copy on appropriate color cover stock
- Prepare Table of Contents and Authorities (optional)

Briefs and Appendices

- eFiling through VACES
- Produce number of copies required for paper filing
- File required paper copies of briefs and appendices in court by hand
- Provide file-stamped copy to our client
- Serve opposing counsel via email. Though not required by rule, we can also send paper copies to opposing counsel if requested.
- Call you to confirm the filing and serving has been completed

BENEFITS TO OUR CLIENTS

- The most experienced staff you can find with over a century of combined experience specializing in appellate filing procedures.
- A licensed attorney on staff with extensive appellate experience – a former Appellate Defender and private practice lawyer, published author in various law journals, previous member of the adjunct faculty at the T. C. Williams School of Law of the University of Richmond and has been approved since 2007 by the Virginia State Bar to teach a CLE class in appellate procedure. We provide this CLE free of charge to various organizations and law firms – please feel free to inquire.
- Convenience to court – we are located approximately a city block from the Virginia Supreme Court, Virginia Court of Appeals and the Fourth Circuit Court of Appeals.
- Personal service/personal attention
- Samples of briefs and other pertinent documents provided upon request free of charge.
- **NO RUSH CHARGES – NO HIDDEN COSTS**

A few of the services frequently requested by clients that carry no additional charges:

- A copy of the table of contents to the record on appeal emailed to your office when requested.
- Filing and service of the designation of contents of the appendix.
- Filing and service of any motions.
- Edits and corrections to briefs, if required.
- Guaranteed, same-day filing of your brief with the court if received by 1:00 p.m.

Fee Schedule

Supreme Court of Virginia

Petitions, Briefs and Appendices

Base Charge (Briefs and Petitions only).....	\$150.00
Preparation for and filing of Petitions or Briefs – per original page	\$4.75
Assembly, preparation for and filing of Appendix – per original page	\$3.75
Paper copies filed/served per copy	\$0.18
Optional Service: Preparation of Tables of Contents and Authorities for Briefs:	\$40.00
Color Copies	\$0.50
Hyperlinking: Available as an hourly service, please inquire if interested.	

Petitions for Rehearing

Review for compliance and electronic filing of petition (flat fee).....	\$100
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Retrieval of Designated Appendix Documents from the Record at the Supreme Court

Per Copy.....	\$0.40
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Please note: *Our professional relationship is with you rather than your client, so the invoice represents your obligation to us.*

Services included at no extra charge (but are not limited to):

- All of our services are included in the above fee schedule, including **access to an experienced appellate attorney.**
- Filing and service of any motions.
- Typesetting of covers.
- Review of brief to ensure compliance with all rules.
- Edits or corrections to brief if required.
- Advance copy of the appendix delivered to your office, via email (text searchable PDF)
- Guaranteed same day e-filing and paper filing of your brief with the court if received by 1:00 p.m.
- Electronic filing through VACES and hand filing of required paper copies
- Serve digital copy on opposing counsel.
- Deliver PDF and paper copies to our client. One paper copy will be file stamped by the court.
- Call client's office to confirm filing.

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