

Supreme Court Cases Initiated prior to August 6, 2018 (Case No. 2018-0456 and Prior Cases)

Procedural Topics	Requirements for Attorney Filer	Requirements for Non-Lawyer Filer
Filing and serving a case-initiating document (i.e., notice of appeal, appeal petition, or motion to extend time to file appeal document).	The case-initiating document must be filed and served conventionally (in paper), not electronically.	Same requirements as for attorney filer.
Filing a document after the case has been docketed. See Suppl. R. 4.	The document must be conventionally filed, unless the case has been converted to an electronic-filing case on the court's own motion or the motion of a party. Any order converting the case will advise attorneys involved in the case of the requirement to promptly register as an e-filer and to file any subsequent documents electronically; thereafter, a document filed by an attorney must be filed electronically.	Electronic filing is not available at this time for non-lawyers. Therefore, each document filed by a non-lawyer must be conventionally filed.
Formatting of document (i.e., notice of appeal, motion, brief, appendix). See Sup. Ct. R. 26(1), (5).	The document must have sequentially numbered pages of Arabic numerals only (e.g., 1, 2, 3), beginning with the first or cover page as page 1 and including any table of contents or table of authorities. The page number need not appear on the first or cover page. Roman numerals (e.g., i, ii, iii) shall not be used for page numbering, even for tables. Unless the document is a court form or part of an appendix, the text must be 13 font. See below for additional requirements as to particular documents.	Same requirements as for attorney filer.
Requirement to provide the court with multiple copies. See e.g., Sup. Ct. R. 5(1), 16(7), 17(2), 21(1), (5).	Multiple copies are required (e.g., 8 copies of notice of appeal, 8 copies of brief and any appendix, and 7 copies of motion that relates to substance), unless the case has been converted to an electronic-filing case. If the case has been converted, the original is all that is required (no copies).	Same requirements as for attorney filer, but each document must be filed conventionally.
Filing a motion. See Sup. Ct. R. 21.	The motion must be conventionally filed, unless the case has been converted to an electronic-filing case. The text must be 13 font, spaced at a setting of 1.5, and the motion must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting).	The motion must be filed conventionally, but otherwise the same requirements as for attorney filer.
Filing a brief. See Sup. Ct. R. 16(1), (11); Sup. Ct. R. 26(7).	The brief must be conventionally filed, unless the case has been converted to an electronic-filing case. The text must be 13 font, spaced at a setting of 1.5, and the brief must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting). Word limits, rather than page limits, apply to briefs, which must certify compliance with the word limit. The limit for the opening brief and the opposing brief is 9,500 words, and the limit for a reply brief is 3,000 words. In a cross-appeal, the limit for the opposing brief is 14,000 words. The brief must be bound, with a blue (appellant), red (appellee), green (amicus) or gray (reply brief) cover.	The brief must be conventionally filed, but otherwise the same requirements as for attorney filer.
Filing an appendix to brief. See Sup. Ct. R. 17(2), (5).	The appendix must be conventionally filed, unless the case has been converted to an electronic-filing case. The appendix must have sequentially numbered pages of Arabic numerals only (see above re formatting). Each volume of the appendix must be designated by a Roman numeral on the cover and must be separately paginated, beginning with the cover page as page 1. Page numbering must not continue across volumes; thus, the cover page of Volume II is page 1 and the next page is page 2. The cover page must be white.	The appendix must be conventionally filed, but otherwise the same requirements as for attorney filer.
Filing a document that is confidential from the public. See Sup. Ct. R. 12.	The document must be conventionally filed, unless the case has been converted to an electronic-filing case.	The document must be conventionally filed.
Filing an <u>ex parte</u> document.	The document must be filed conventionally, <u>not</u> electronically, even if the case has been converted to an electronic-filing case.	The document must be conventionally filed.
Serving other parties or counsel. See Sup. Ct. R. 26(3); see also Suppl. R. 18.	Other attorneys and non-lawyers must be served conventionally, unless the case has been converted to an electronic-filing case. If the case has been converted, other attorneys who are registered e-filers must be served electronically through the e-filing system; non-lawyers and not-yet-registered attorneys must be served conventionally.	Other non-lawyers and attorneys must be served conventionally.

Supreme Court Cases Initiated on or after August 6, 2018, but prior to January 1, 2020

Procedural Topics	Requirements for Attorney Filer	Requirements for Non-Lawyer Filer
Filing and serving a case-initiating document (i.e., notice of appeal, appeal petition, or motion to extend time to file appeal document).	The case-initiating document should be filed and served conventionally (in paper), not electronically. See July 9, 2018 Supreme Court Order.	Same requirements as for attorney filer.
Filing a document after the case has been docketed. See Suppl. R. 4.	After a case has been docketed by the clerk's office, a procedural order will be issued advising attorneys involved in the case of the requirement to promptly register as an e-filer and to file any subsequent documents electronically. Thereafter, a document filed by an attorney must be filed electronically.	Electronic filing is not available for non-lawyers. Therefore, each document filed by a non-lawyer must be conventionally filed, unless the court by order requires a non-lawyer to submit documents in the case through the e-filing system; if the court so orders, that non-lawyer shall thereafter be treated as a registered e-filer in the case for all purposes, including the e-filing and e-service of documents (see below topics)
Formatting of document (i.e., notice of appeal, motion, brief, appendix). See Sup. Ct. R. 26(1), (5).	The document must have sequentially numbered pages of Arabic numerals only (e.g., 1, 2, 3), beginning with the first or cover page as page 1 and including any table of contents or table of authorities. The page number need not appear on the first or cover page. Roman numerals (e.g., i, ii, iii) shall not be used for page numbering, even for tables. Unless the document is a court form or part of an appendix, the text must be 13 font. See below for additional requirements as to particular documents.	Same requirements as for attorney filer.
Requirement to provide the court with multiple copies. See Suppl. R. 12.	No copies are required. The original of the notice of appeal, motion, brief, appendix, etc. is all that is required.	Same requirements as for attorney filer.
Filing a motion. See Sup. Ct. R. 21(1).	After the case has been docketed (see above), the motion must be filed electronically. The text must be 13 font, spaced at a setting of 1.5, and the motion must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting).	The motion must be filed conventionally, but otherwise the same requirements as for attorney filer.
Filing a brief. See Sup. Ct. R. 16(11); Sup. Ct. R. 26(7).	The brief must be filed electronically. The text must be 13 font, spaced at a setting of 1.5, and the brief must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting). Word limits, rather than page limits, apply to briefs, which must certify compliance with the word limit. The limit for the opening brief and the opposing brief is 9,500 words, and the limit for a reply brief is 3,000 words. In a cross-appeal, the limit for the opposing brief is 14,000 words.	The brief must be conventionally filed, but otherwise the same requirements as for attorney filer.
Filing an appendix to brief. See Sup. Ct. R. 17(2), (5).	The appendix must be electronically filed. The appendix must have sequentially numbered pages of Arabic numerals only, even for the table of contents (see above re formatting). Each volume of the appendix must be designated by a Roman numeral on the cover and must be separately paginated, beginning with the cover page as page 1. Page numbering must not continue across volumes; thus, the cover page of Volume II is page 1 and the next page is page 2.	The appendix must be conventionally filed, but otherwise the same requirements as for attorney filer.
Filing a document that is confidential from the public. See Suppl. R. 16; Sup. Ct. R. 12.	The document must be electronically filed.	The document must be conventionally filed.
Filing an <i>ex parte</i> document. See Suppl. R. 6.	The document must be filed conventionally, <u>not</u> electronically.	The document must be conventionally filed.
Serving other parties or counsel. See Suppl. R. 18; Sup. Ct. R. 26(3).	After the case has been docketed (see above), other attorneys who are registered e-filers must be served electronically through the e-filing system. Non-lawyers and attorneys who are not yet registered in the e-filing system must be served conventionally.	Other non-lawyers and attorneys must be served conventionally.

Supreme Court Cases Initiated on or after January 1, 2020

Procedural Topics	Requirements for Attorney Filer	Requirements for Non-Lawyer Filer
Filing and serving a case-initiating document (i.e., notice of appeal, appeal petition, or motion to extend time to file appeal document). See Suppl. R. 4; Sup. Ct. R. 6.	The case-initiating document must be filed electronically.	Same requirements as for attorney filer, unless the particular non-lawyer is exempt or excused from the requirement of electronic filing. See Suppl. R. 5.
Filing a document after the case has been docketed. See Suppl. R. 4.	Each document, except those listed in Suppl. R. 6, must be filed electronically.	Same requirements as for attorney filer.
Formatting of document (i.e., notice of appeal, motion, brief, appendix). See Sup. Ct. R. 26(1), (5).	The document must have sequentially numbered pages of Arabic numerals only (e.g., 1, 2, 3), beginning with the first or cover page as page 1 and including any table of contents or table of authorities. The page number need not appear on the first or cover page. Roman numerals (e.g., i, ii, iii) shall not be used for page numbering, even for tables. Unless the document is a court form or part of an appendix, the text must be 13 font. See below for additional requirements as to particular documents.	Same requirements as for attorney filer.
Requirement to provide the court with multiple copies. See Suppl. R. 12.	No copies are required. The original of the notice of appeal, motion, brief, appendix, etc. is all that is required.	Same requirements as for attorney filer.
Filing a motion. See Sup. Ct. R. 21(1).	The motion must be filed electronically. The text must be 13 font, spaced at a setting of 1.5, and the motion must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting).	Same requirements as for attorney filer.
Filing a brief. See Sup. Ct. R. 16(11); Sup. Ct. R. 26(7).	The brief must be filed electronically. The text must be 13 font, spaced at a setting of 1.5, and the brief must be left-aligned only with sequentially numbered pages of Arabic numerals only (see above re formatting). Word limits, rather than page limits, apply to briefs, which must certify compliance with the word limit. The limit for the opening brief and the opposing brief is 9,500 words, and the limit for a reply brief is 3,000 words. In a cross-appeal, the limit for the opposing brief is 14,000 words.	Same requirements as for attorney filer.
Filing an appendix to brief. See Sup. Ct. R. 17(2), (5).	The appendix must be electronically filed. The appendix must have sequentially numbered pages of Arabic numerals only, even for the table of contents (see above re formatting). Each volume of the appendix must be designated by a Roman numeral on the cover and must be separately paginated, beginning with the cover page as page 1. Page numbering must not continue across volumes; thus, the cover page of Volume II is page 1 and the next page is page 2.	Same requirements as for attorney filer.
Filing a document that is confidential from the public. See Suppl. R. 16; Sup. Ct. R. 12.	The document must be electronically filed.	Same requirements as for attorney filer.
Filing an <u>ex parte</u> document. See Suppl. R. 6.	The document must be filed conventionally, <u>not</u> electronically.	Same requirements as for attorney filer.
Serving other parties or counsel. See Suppl. R. 18; Sup. Ct. R. 26(3).	Other case participants who are registered e-filers must be served electronically through the e-filing system. Case participants who are not yet registered in the e-filing system must serve and be served conventionally.	Same requirements as for attorney filer.