

## MOST COMMON BRIEF DEFICIENCIES

The following list contains the most frequent reasons the Clerk's Office issues deficiency notices for briefs. It is not a list of all Supreme Court Rule requirements for briefs, but should be consulted before filing any brief.

1. The [question presented] shall state the question or questions presented, with a clear and exact reference to the pages. . . where a party preserved each question in the trial court. Where a party did not preserve the question in the trial court, counsel shall state why the interests of justice exception to Rule 8 may be applicable. Supr. Ct. R. 14(b)(vi)A(1).
2. Each section of the brief and each argument should commence on a new page. Supr. Ct. R. 14(b), 14(b)(vi).
3. The opening brief of appellant shall include a copy of the order or orders of judgment being appealed. Supr. Ct. R. 14(b)(vii).
4. The lower court docket entries should be included and listed first on the table of contents in the appendix. Supr. Ct. R. 14(e).
5. The argument section shall be divided into appropriate headings ... Each argument shall be subdivided into 3 parts. Supr. Ct. R. 14(b)(vi)A(1)-(3).
6. The Summary of Argument should state in separate numbered paragraphs the legal propositions upon which each side relies. The appellant's statement shall be admitted or denied with specificity in the appellee's summary, paragraph by paragraph. Supr. Ct. R. 14(b)(iv).
7. Briefs must include a certificate of compliance that the brief complies with the typeface requirement and type-volume limitation. Supr. Ct. R. 14(d)(ii). (This document must be included in the hard copies.)
8. The cover page [of copies of e-filed briefs and appendices] must include the ID number associated with the electronically filed documents. Supr. Ct. R. 10.2(3).

9. The statement of facts must contain supporting references to the appendices or record. Supr. Ct. R. 14(b)(v).
10. The page numbers listed in the Table of Contents to the brief must match the pages on which items appear. Supr. Ct. R. 14(b)(i).
11. Citations must be alphabetically arranged. Supr. Ct. R. 14(b)(ii).
12. If testimony of witnesses is included, appropriate references to the pages of such testimony in the typewritten transcript shall be made in the table of contents. Supr. Ct. R. 14(e).