

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 284

Amending Appellate Rule
11(a) and Appellate Rule
12 relating to the service
of and form of briefs filed
in the Supreme Court.

IT IS ORDERED:

1. Appellate Rule 11(a) is amended to read as follows:

(a) SERVING AND FILING BRIEFS.

(1) TIME FOR SERVING AND FILING BRIEFS. The appellant shall serve and file his brief within 30 days after notice of certification of the record has been mailed. The appellee shall serve and file his brief within 30 days after service of the brief of the appellant. The appellant may serve and file a reply brief within 20 days after service of the brief of the appellee. At the time a brief is filed with the Supreme Court, it must be accompanied by proof of service on all parties.

(2) NUMBER OF COPIES. A single copy of each brief accompanied by proof of service must be filed with the Clerk or a deputy clerk on the date the brief is due. Except as provided in (a)(3) of this Rule, the brief will be filed in, reviewed and returned to counsel for duplication and binding as provided in Appellate Rule 12(a). Within ten days thereafter, 20 copies of each

duplicated brief in civil appeals must be filed with the Clerk and two copies shall be served on each party. Except as provided in (a)(3) of this rule, 30 copies of each duplicated appellant's brief and reply brief in criminal cases must be filed with the Clerk and two copies shall be served on appellee.

(3) NUMBER OF COPIES: BRIEFS OF STATE AND APPEALS AT PUBLIC EXPENSE. Briefs filed by the State of Alaska, the Public Defender, or at public expense by counsel or a party under Appellate Rule 35 may be filed with the Clerk or a deputy clerk for duplication at public expense. The brief must be prepared in accordance with Supreme Court Order No. 14.

1. Supreme Court Order No. 14 as revised September 30, 1977 reads as follows:

(1) Size and Style of Type. When using standard machines in preparation of briefs the type must be Pica; 11 or 12 points in height, 10 pitch (10 character per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in these instructions. The expand key shall not be used.

(2) All briefs are to be typed on 20 lb. plain white 8 1/2" x 11" paper. Xerox, duplicating or any similar type paper is preferable. Do not use an erasable bond paper.

(3) Typewriter Ribbon. If a typewriter is not equipped with a carbon ribbon attachment, use a well-inked black ribbon.

(4) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing the brief.

(5) Paper Guide Rollers. The paper guide rollers should be set in the margin areas. This avoids streaking of the type. Rollers should be kept thoroughly clean throughout the typing of the brief.

2. Appellate Rule 12(a) is repealed and re-enacted to read:

(a) **FORM OF BRIEFS.** Briefs and appendices may be produced by standard typographic printing or by any duplicating or copying process which produces a clear black image on white paper. Carbon copies of briefs or appendices may not be submitted without permission of the Court. All printed matter must appear in at least 11 point type on opaque, unglazed paper. Briefs and appendices shall be bound in volumes having pages not exceeding 8 1/2 x 11 inches and type matter not exceeding 6 1/2 x 9 1/2 inches, with double spacing between each line of text. The pages shall be numbered consecutively and centered at the bottom. Appendices shall be separately numbered. The cover of the brief of appellant shall be ivory; that of appellee, blue; that of reply brief, green; and that of an intervenor or amicus curiae, red. The front covers of the briefs shall contain (1) the name of the Supreme Court and the number of the cases; (2) the title of the case:

1. Cont'd

(6) **Margins.** The left and right margins as well as the top and bottom margins shall be one inch each.

(7) **Line Spacing - Page Numbers.** The lines of text on each page shall be double spaced. The pages shall be numbered consecutively and centered at the bottom. Appendices shall be separately numbered.

(8) **Erasures.** If corrections are made, use a correction fluid or KO-REC-TYPE, or something similar. If erasures are not perfectly clean, they will appear on the photographed masters.

(9) **Mailing to Clerk's Office.** Do not bend or fold the original typewritten brief. The envelopes should be marked "DO NOT BEND OR FOLD". Folds or creases in the paper will reproduce.

(3) the nature of the proceeding (e.g., Appeal, Petition for Review) and the name of court or agency below;
(4) title of the document (e.g., Brief of Appellant);
and (5) the names and addresses of counsel representing the party on whose behalf the brief is filed.

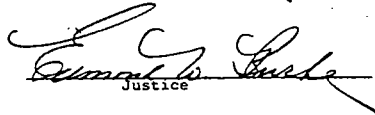
DATED: August 23, 1977
EFFECTIVE DATE: September 30, 1977


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