

**NEW YORK APPELLATE DIVISION - FOURTH DEPARTMENT**  
**REPLY BRIEF GUIDE**

**BRIEF REQUIREMENTS**

- ◆ **COVER** §1250.8(a), §1000.8 (a) Must set forth the title of the action or proceeding. The upper right-hand section must advise if the matter is to be submitted or include a request for argument with arguing attorney's name and the time required for argument. The lower right-hand section must include the name, address, telephone number and email address of the filing attorney, as well as what party/parties the attorney represents. Reply brief cover should be grey.
- ◆ **TABLE OF CONTENTS** §1250.8(d) A list of point headings with references to the page numbers
- ◆ **TABLE OF AUTHORITIES** §1250.8(d) An alphabetical list of all statutes and legal authorities cited in the brief and the pages where they are cited
- ◆ **ARGUMENT** §1250.8(d) Argument divided into points by appropriate headings distinctively printed. An appellant's reply in a cross appeal shall include the points of argument in response to the cross appeal.
- ◆ **PRINTING SPECIFICATIONS STATEMENT** §1250.8(j) Sets forth the typeface, point size, line spacing and word count
- ◆ **SIGNATURE** §130-1.1a Must be signed by the attorney or pro se party, with the name of the attorney or pro se party printed directly below the signature

**BRIEF FORMAT – COMPUTER GENERATED BRIEFS**

- ◆ **FONT SIZE** §1250.8(f)(1) (i-ii) Proportionally spaced typeface- 14 pt. in body of brief, 12 pt. in footnotes (e.g., Times New Roman); Monospaced typeface - 12 pt. in body of brief, 10 pt. in footnotes, 14 pt. headings (e.g., Courier)
- ◆ **TYPEFACE** 1250.8(f)(1) Clear, serifed typeface, either proportionally spaced or monospaced. No bold or CAPS typeface, except in headings or in quotations of language that appears as such in the original source.
- ◆ **MARGINS** §1250.8(h) One inch margins on all sides of the page
- ◆ **LINE SPACING** §1250.8(h) Text shall be double-spaced. Footnotes and headings, and indented quotations of two lines or more may be single-spaced
- ◆ **WORD AND PAGE LIMIT** §1250.8(f)(2) 7,000-word limit, including point headings and footnotes, and excluding signature blocks, tables, proof of service, printing specifications statement and CPLR 5531 statement
- ◆ **PAGE NUMBERS** §1250.8(h) Pages must be consecutively numbered