

**NEW YORK APPELLATE DIVISION - FOURTH DEPARTMENT**  
**RESPONDENT'S 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. Respondent's brief cover should be red.
- ◆ **TABLE OF CONTENTS** §1250.8(c) A list of point headings with references to the page numbers
- ◆ **TABLE OF AUTHORITIES** §1250.8(c) An alphabetical list of all statutes and legal authorities cited in the brief and the pages where they are cited
- ◆ **COUNTERSTATEMENT OF QUESTIONS INVOLVED** §1250.8(c) A concise counterstatement of two pages or less of the questions involved, set forth separately and followed by the answer, if any, of the court from which the appeal is taken to be included only if the Respondent disagrees with the statement of the Appellant.
- ◆ **COUNTERSTATEMENT OF CASE/FACTS WITH REFERENCE TO APPENDIX OR RECORD** §1250.8(c) A counterstatement of the nature of the case and the facts which should be known to determine questions involved, with citations to the record, appendix, original record or agreed statement in lieu of record to be included only if the Respondent disagrees with the statement of the Appellant.
- ◆ **ARGUMENT** §1250.8(c) Argument of Respondent, divided into points by appropriate headings distinctively printed
- ◆ **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, serified 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) 14,000-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