Opening Briefs, Appellees' Briefs, Reply Briefs

Briefs must be PDF files and must meet the criteria below:

- PDF files must be text searchable.

- The brief must not be created by using a scanner to produce the PDF file.

- All pages, **except the cover page in the filing,** must have a page number located in the center section of the page footer. The page numbering in the Table of Contents and Table of Authorities is not to be included in the page numbering sequence of the filing and should be assigned thumbnail page numbers using Roman Numerals, *e.g.*, i, ii, iii, iv, etc. The thumbnail page numbers in the brief must correspond with the page numbers in the page footer.

- The brief must contain a Table of Contents.

- The **cover page, Table of Contents, Table of Authorities, and all entries therein must be bookmarked** to the appropriate page. The bookmarks must be placed in an outline format and be bookmarked according to each heading in the Table of Contents.

- Briefs must be set to open with a **Bookmarks Panel and Page** layout in its initial view.

- The Page Layout should be set to Single Page with Magnification set to Fit Width.

- The brief must open to the cover page. Set the page number of the cover page by inserting a space. If the message, "The page number cannot be left blank" is generated, check the thumbnail page number for the cover page. The thumbnail page number for the cover page must be none, which means the cover page thumbnail does not have a page number.

Please note that these requirements can be found in the VACES users guide here: https://eapps.courts.state.va.us/help/robo/vaces/index.htm#t=VACES.htm