

1 **Rule 27. Form of briefs, motions, and other documents.**

2 (a) **Form of briefs, motions, and other documents.** Except as otherwise provided in this
3 rule or by leave of court, all briefs, motions, and other documents must comply with the
4 following standards:

5 (1) **Size, line spacing, and margins.** All documents must be prepared on 8½ by 11-
6 inch sized paper. The text must be double spaced, except for matter customarily single
7 spaced and indented. Margins must be at least one inch on all sides. Page numbers
8 are required and may appear in the margins.

9 (2) **Typeface.** The type must be a plain and legible, ~~roman style with serifs~~. Italics or
10 boldface may be used for emphasis. Cited case names must be italicized or
11 underlined.

12 (3) **Typesize.** The typeface must be 13-point or larger for both text and footnotes.

13 (b) **Documents submitted by unrepresented parties.** An unrepresented party who does
14 not have access to a word-processing system must file typewritten or legibly handwritten
15 briefs, motions, and other appellate documents. An unrepresented party must sign any
16 document filed with the court. These documents must otherwise comply with the form
17 requirements of this rule, and, if applicable, [Rules 24](#) and [24A](#).

18 (c) **Cover page for briefs on the merits and petitions.**

19 (1) **Caption.** The cover of each brief or the first page of a petition must contain a
20 caption that includes the following information:

21 (A) the number of the case in the appellate court (if available);

22 (B) the name of the appellate court;

23 (C) the full title given to the case in the court or agency from which the appeal is
24 taken, ~~as modified under [Rule 3\(g\)](#)~~;

25 (D) the designation of the parties both as they appeared in the court or agency
26 from which the appeal is taken and as they appear in the appellate proceeding;

27 (E) the title or description of the document (e.g., Brief of Appellant, Petition for
28 Permission to File Interlocutory Appeal, Petition for Rehearing, Petition for
29 Extraordinary Relief);

30 (F) the nature of the proceeding in the appellate court (e.g., Appeal, Petition for
31 Review) if not apparent from the title or description of the document; and;

32 (G) the name of the court and judge, agency, or board from which the appeal is
33 taken and the case or proceeding number.

34 (2) **Counsel or unrepresented party information.** The identifying and contact
35 information of the counsel or unrepresented party filing the document must appear
36 in the lower right corner of the cover page.

37 (A) Counsel's information must include counsel's:

38 (i) name;

39 (ii) Utah State Bar number;

40 (iii) mailing address;

41 (iv) email address;

42 (v) telephone number; and

43 (vi) a designation indicating the party counsel represents in the appeal (e.g.,
44 Counsel for Appellant, Petitioner, Appellee, or Respondent).

45 (B) An unrepresented party's information must include the party's:

46 (i) name;

47 (ii) mailing address;

48 (iii) email address (if any);

49 (iv) telephone number (if any); and

50 (v) a statement identifying the party's designation in the appeal (e.g.,
51 Appellant, Petitioner, Appellee, or Respondent).

52 **(d) Motions and appellate documents other than briefs and petitions.**

53 ~~(1)~~ **Caption.** The first page of a motion or appellate document other than a brief or
54 petition must include a caption with the following information:

55 (A) the number of the case in the appellate court (if available);

56 (B) the name of the appellate court;

57 (C) the full title given to the case in the court or agency from which the appeal is
58 taken, ~~as modified under Rule 3(g)~~;

59 (D) the designation of the parties both as they appeared in the court or agency
60 from which the appeal is taken and as they appear in the appellate proceeding;
61 and

62 (E) the title or description of the document (e.g., Motion to Dismiss, Docketing
63 Statement, Stipulation, Motion to Extend Time, Notice).

64 ~~(2)~~ **Counsel or unrepresented party information.** The identifying and contact
65 information of the counsel or unrepresented party filing the document must appear
66 in the upper left corner of the first page.

67 (A) Counsel's information must include counsel's:

68 (i) name;

69 (ii) Utah State Bar number;

70 (iii) mailing address;

71 (iv) email address;

72 (v) telephone number; and

73 (vi) a designation indicating which party counsel represents in the appeal (e.g.,
74 Counsel for Appellant, Petitioner, Appellee, or Respondent).

75 (B) An unrepresented party's information must include the party's:

76 (i) name

77 (ii) mailing address;

78 (iii) email address (if any);

79 (iv) telephone number (if any); and

80 (v) a statement identifying the party's designation in the appeal (e.g.,
81 Appellant, Petitioner, Appellee, or Respondent).

82 (e) **Additional requirements for briefs on the merits.**

83 (1) **Form of submission.** Hard copies of the briefs must be submitted on 20 lb. bond
84 standard paper. Except for the cover page, briefs must be printed double sided. Briefs
85 must not be stapled or bound along the left edge, but must be secured with a binder
86 clip.

87 (2) **Color of cover page.** There must be adequate contrast between the printing and
88 the color of the cover page. The color of the cover page must be as follows:

Document	Cover Page Color
Opening Brief of Appellant or Petitioner	Blue
Brief of Appellee or Respondent	Red
Brief of Intervenor, Guardian ad Litem, or Amicus Curiae	Green
Reply Brief	Gray
Appellant's or Petitioner's Second Brief in a Case Involving a Cross-Appeal or Cross-Petition	Gray

89 (3) **Criminal appeals.** In criminal cases, the cover of the defendant’s brief must also
90 state whether the defendant is presently incarcerated in connection with the case on
91 appeal and if the brief is an *Anders* brief. An *Anders* brief is a brief filed pursuant
92 to *Anders v. California*, 386 U.S. 793 (1967), in cases where counsel believes no
93 nonfrivolous appellate issues exist.

94 (4) **Effect of noncompliance.** The appellate court clerk will examine all briefs before
95 filing. If a brief is not prepared in accordance with these rules, the clerk may lodge the
96 brief and notify the party of the deficiency. The clerk will retain one copy of the
97 noncomplying brief and, after the party is notified, the party must file a brief prepared
98 in compliance with these rules within five days. The clerk may grant additional time
99 for bringing a brief into compliance. This rule is not intended to permit significant
100 substantive changes in briefs.

|101 Effective ~~May 1, 2024~~