

RULES OF SUPREME COURT OF VIRGINIA
PART FIVE
THE SUPREME COURT
A. GENERAL

Rule 5:6. Forms of Briefs and Other Papers.

(a) Paper Size, Line Spacing, Font, and Margins.

(1) General Rules. Briefs, appendices, motions, petitions, and other papers may be printed or produced on screen by any process that yields a clear black image on a white background and, when printed, must be on 8-1/2 x 11 inch paper. Margins must be at least one inch on all four sides of each page.

(2) Specific Rules for Motions, Petitions, and Briefs. Except by leave of Court, all motions, petitions, and briefs, including footnotes, must use one of the font styles listed on the Court's website be in at least 14-point font, ~~must use either Courier, Arial, or Verdana font,~~ and must be printed on only one side of the page. Text shall not be reduced and must be double spaced except for headings, assignments of error, quotations, and footnotes, which must be single spaced. Page numbers are required and may appear in either the top or bottom margin, but no text, including footnotes, is permitted in the one inch margins. Page or word limits for motions, petitions, and briefs do not include the cover page, table of contents, table of authorities, or certificate.

(3) Specific Rules for the Appendix. The appendix may be printed using both sides of the page. Any transcript, including a deposition transcript, that is made a part of the appendix shall be in 12-point type or larger. Any transcript contained in the appendix that fails to conform to the 12-point type requirement may be returned to counsel, and counsel shall be required to promptly comply with this requirement in accordance with the instruction of this Court. The use of condensed or multi-page transcripts is prohibited. Page numbers are required and may appear in either the top or bottom margin.

(b) Binding and Cover. All briefs and appendices shall be bound on the left margin in such a manner as to produce a flat, smooth binding. Spiral binding, acco fasteners, and the like are not acceptable. The style of the case (with the name of the appellant stated first) and the record number of the case shall be stated on the front cover of all briefs and appendices and, in addition, the name, Virginia State Bar number, mailing address, telephone number (including any applicable extension), facsimile number (if any), and e-mail address of counsel submitting the brief shall be placed on the front cover of all briefs.

(c) Effect of Non-compliance. No appeal shall be dismissed for failure to comply with the provisions of this Rule; the clerk of this Court may, however, require that a document be redone in compliance with this Rule. Failure to comply after notice of noncompliance, however, may result in the dismissal of the case.

Promulgated by Order dated Friday, April 30, 2010; effective July 1, 2010.

Last amended by Order dated December 15, 2016; effective immediately.