

***Electronic Formatting Requirements and Guidelines
of the Second District***

*Pursuant to California Rules of Court
rules 8.72(a) and 8.74(b)*

*Effective October 30, 2017
Revised June 18, 2018*

Formatting Requirements

1. Text-searchable format

All documents must be text-searchable, in PDF (portable document format) while maintaining the original document formatting.

2. Cover Page

The upper-right corner of the cover page must be left blank in order for TrueFiling to apply a visible file stamp.

3. Pagination

The page numbering of a document filed electronically must begin with the first page or cover as page 1 and use only Arabic numerals (e.g., 1, 2, 3). Documents consisting of multiple files must be paginated consecutively across all files. The Adobe Page Counter number must match the consecutive page numbering.

4. Electronic Bookmarks

All briefs, original proceedings, motions and applications with attachments must include electronic bookmarks to each heading, subheading and component of the document. This includes such items as the table of contents, table of authorities, petition, verification, points and authorities, declaration, certificate of word count, certificate of interested entities or persons, and proof of service. Each bookmark to a tab, exhibit, or attachment must include the letter or number

of the tab, exhibit or attachment and a description of the tab, exhibit or attachment. The required setting for all bookmarks is “Inherit Zoom” which retains the user’s currently selected zoom setting.

Any appendix filed electronically must have a separate electronic bookmark to the indexes and to the first page of each separate exhibit and attachment. Exhibits or attachments included within an exhibit or attachment must be separately bookmarked.

5. Size

No single PDF file may exceed 25 megabytes. Notwithstanding provisions to the contrary in the California Rules of Court, electronically filed documents may exceed the 300 page limit as long as the file size is 25 megabytes or smaller. If submitting multiple files in TrueFiling would cause undue hardship, any registered user may file an application in TrueFiling, requesting permission to provide the court with the filing in electronic format (e.g. on a flash drive, or alternatively on CD or DVD), explaining the reason for the manual filing.

Please note, audio and/or video files are not accepted through TrueFiling at this time and must be delivered to the Clerk’s Office on a DVD, CD or flash drive. In addition, audio files must be submitted in .wav or mp3 format and video files must be submitted in .avi or mp4 format.

6. Documents consisting of multiple files

A document consisting of multiple files must include on the cover page of each file, (i) the file number, (ii) the total number of files, (iii) the page numbers contained in that file, and (iv) the total number of pages for the all the files. The first file must include a master chronological and alphabetical index stating the contents for all files. The remaining files must include a cover page, but an individual index is not required.

7. Privacy Protection

Electronic filers must comply with California Rules of Court, rule 1.201 regarding exclusion or redaction of personal identifiers from all documents filed with the court. Neither TrueFiling nor the Clerk of the Court has any responsibility to review documents for compliance with these requirements.

Formatting Guidelines

Filers are encouraged, but not required, to follow these guidelines which are designed to improve the functionality and readability of documents filed with the court. (See [*The Leap from E-Filing to E-Briefing, Recommendations and Options for Appellate Courts to Improve the Functionality and Readability of E-Briefs*](#) (2017).)

1. Font Style

A proportionally spaced serif face, such as Century School Book. Do not use Times New Roman.

2. Font size

13 pt. text (including footnotes).

3. Spacing

At least 1.5. (Footnotes and quotations may be single spaced.)

4. Margins

1.5” on all sides. An 8½” by 11” page is very large for a publication intended to be read, as distinguished from a reference book or the like that is typically not read for an extended period. Only the economy and convenience of using standard letter-size paper justifies such an oversized page. Letter-size paper avoids the complexities of booklet format, such as laying out signatures, trimming pages, saddle stitching the booklet, etc. *See* U.S. Government Printing Office Style Manual (30th ed. 2008).

5. Alignment

Left Aligned. Left aligned text is easier to read than justified text. Like double spacing, justification is a relic of typesetting days, but many legal writers continue to use it out of habit, without thinking about the fact that it is less readable.

6. Miscellaneous

Use “curly” or “smart” quotation marks and apostrophes (rather than "straight") Boldface and Italics to be used instead of underlining. Do not use ALL CAPS. Emphasis is an effective tool when used well. In terms of readability, most experts prefer **boldface** and *italics*, and strongly disfavor underlining.

7. File Formatting

Whenever possible **do not scan** documents. Convert to PDF format in a word processing program. Compile documents, e.g. appendices, using E-Copies rather than scanned copies with OCR.

8. Hyperlink

Hyperlinked Briefs. Filers are encouraged to hyperlink their briefs and writs to legal citations and appendices or exhibits.