

CHECKLIST FOR BAP BRIEF

Fed. R. Bankr. P. 8014, 8015, 8016; 10th Cir. BAP L.R. 8014-1, 8015-1.

A Brief must be on 8½-by-11 inch paper, with 1 inch margins and double-spaced text no smaller than 12-point font and contain the following information:

- Cover page with the following information:
 - Case caption provided by this Court
 - Title “Brief”
 - Filing party’s name
 - Counsel or pro se party’s name, address, phone number, and e-mail address
- Table of contents with page references (references to documents in an appendix must be to specific pages of the appendix (e.g., Appellant App. at 27))
- Alphabetical table of authorities with page references
- Jurisdictional statement
- Statement of the issues presented and applicable standard of review
- Statement of the case setting out the facts
- Summary of argument
- Argument
- Conclusion
- Statement of related cases, if any (must be on the last page of the brief)
- Any addenda (e.g., text of relevant statutes)

Paper copies of a brief must be single sided and securely bound so that the binding does not obscure the text and permits the brief to lie reasonably flat when open.

A principal brief must not exceed 30 pages unless it contains no more than 14,000 words or uses a monospaced face and contains no more than 1,300 lines of text, and includes a certificate of compliance that conforms substantially to Official Form B17C Certificate of Compliance. A reply brief must not exceed 15 pages unless it contains no more than 7,000 words or uses a monospaced face and contains no more than 650 lines of text, and includes a certificate of compliance that conforms substantially to Official Form B17C Certificate of Compliance. See Federal Rule of Bankruptcy Procedure 8016 for cross appeal brief requirements.

Attorneys must file all documents electronically. 10th Cir. BAP L.R. 8001-1(a). If a document is filed electronically, no paper copy is required. Fed. R. Bankr. P. 8011(a)(2)(D). Electronic filings are limited to 10 megabytes per uploaded file. However, more than one file may be uploaded to a particular docket entry. 10th Cir. BAP L.R. 8011-2(a). The description of each uploaded file should identify the page numbers within the document (e.g., Appellant’s Appendix, pp. 51 - 100). Filings, excluding exhibits, appendices, addenda, and attachments, filed by ECF or e-mail must be in text-searchable Portable Document Format (“PDF”) format. 10th Cir. BAP L.R. 8011-2(b).