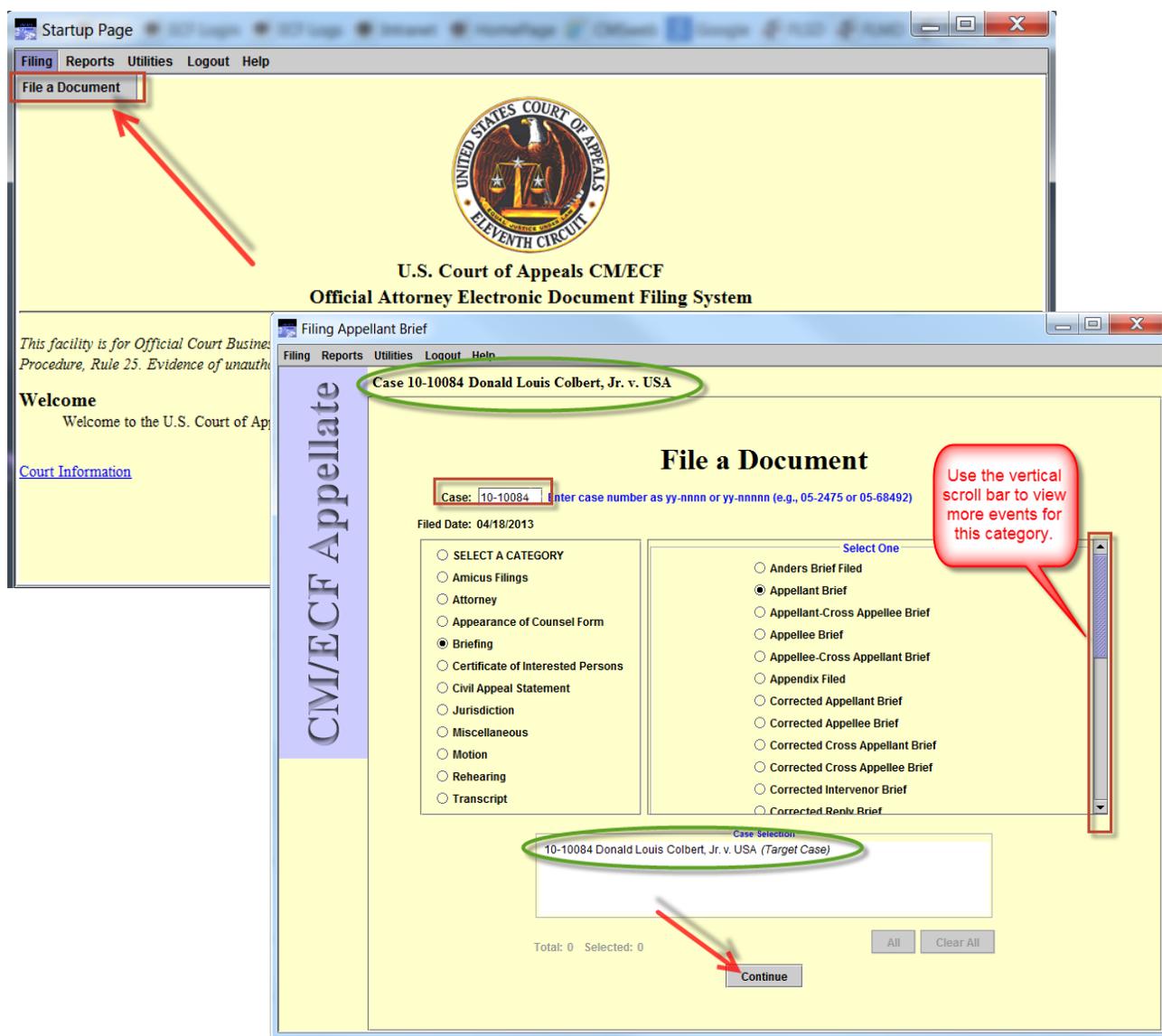


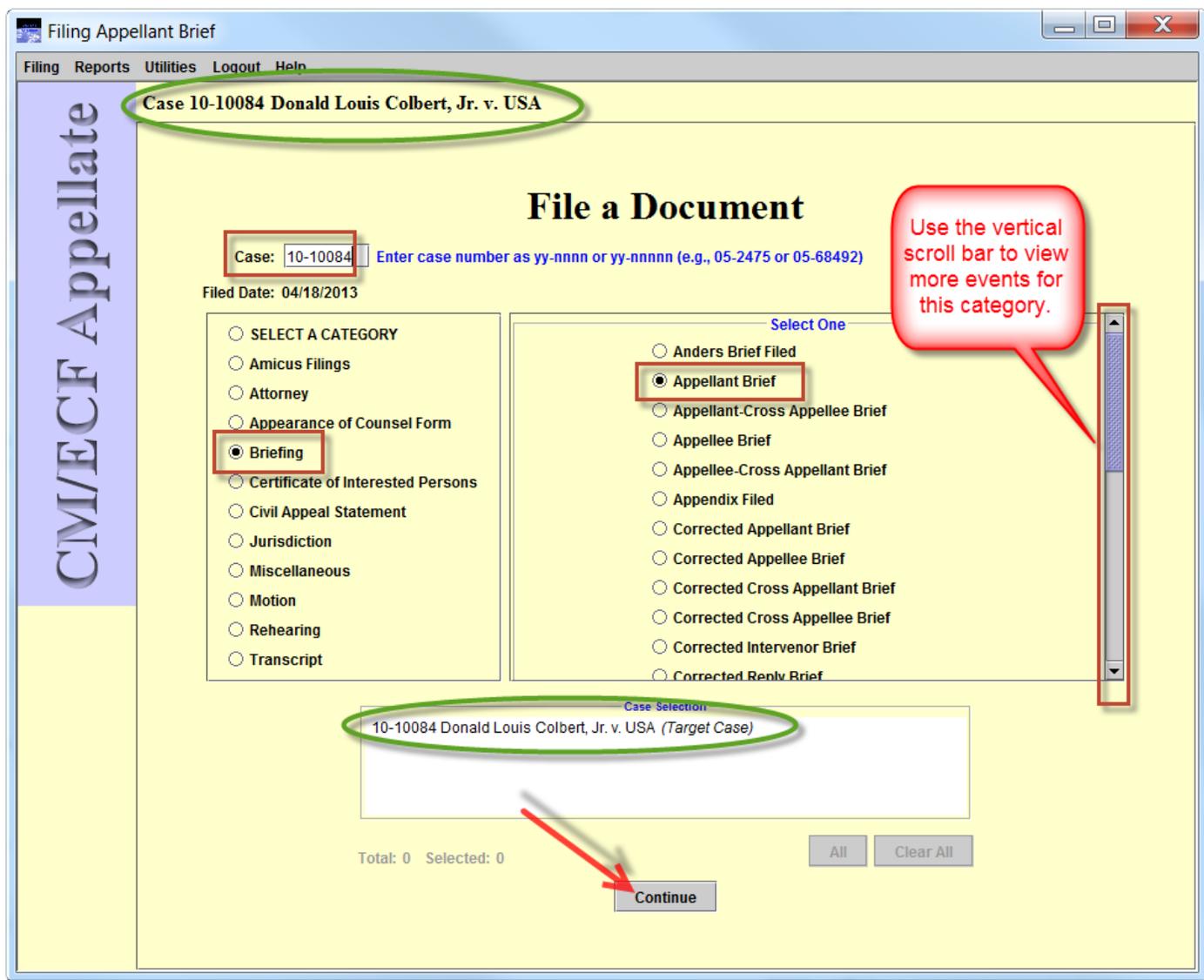
# Eleventh Circuit Court of Appeals How to File a Brief

**BEFORE FILING A BRIEF,  
AN APPEARANCE OF COUNSEL FORM  
MUST BE “FILED” BY ALL NON-COURT APPOINTED ATTORNEYS  
AND IT MUST ALSO BE “PROCESSED” BY THE CLERK.**

1. Single click **Filing** from the menu bar, and select **File a Document** from the drop-down menu.
2. Place your cursor in the **Case:** text box, enter a case number and push the “Tab” button on your keyboard. This number should begin with a two digit year followed by dash and five numbers. i.e. 10-10084

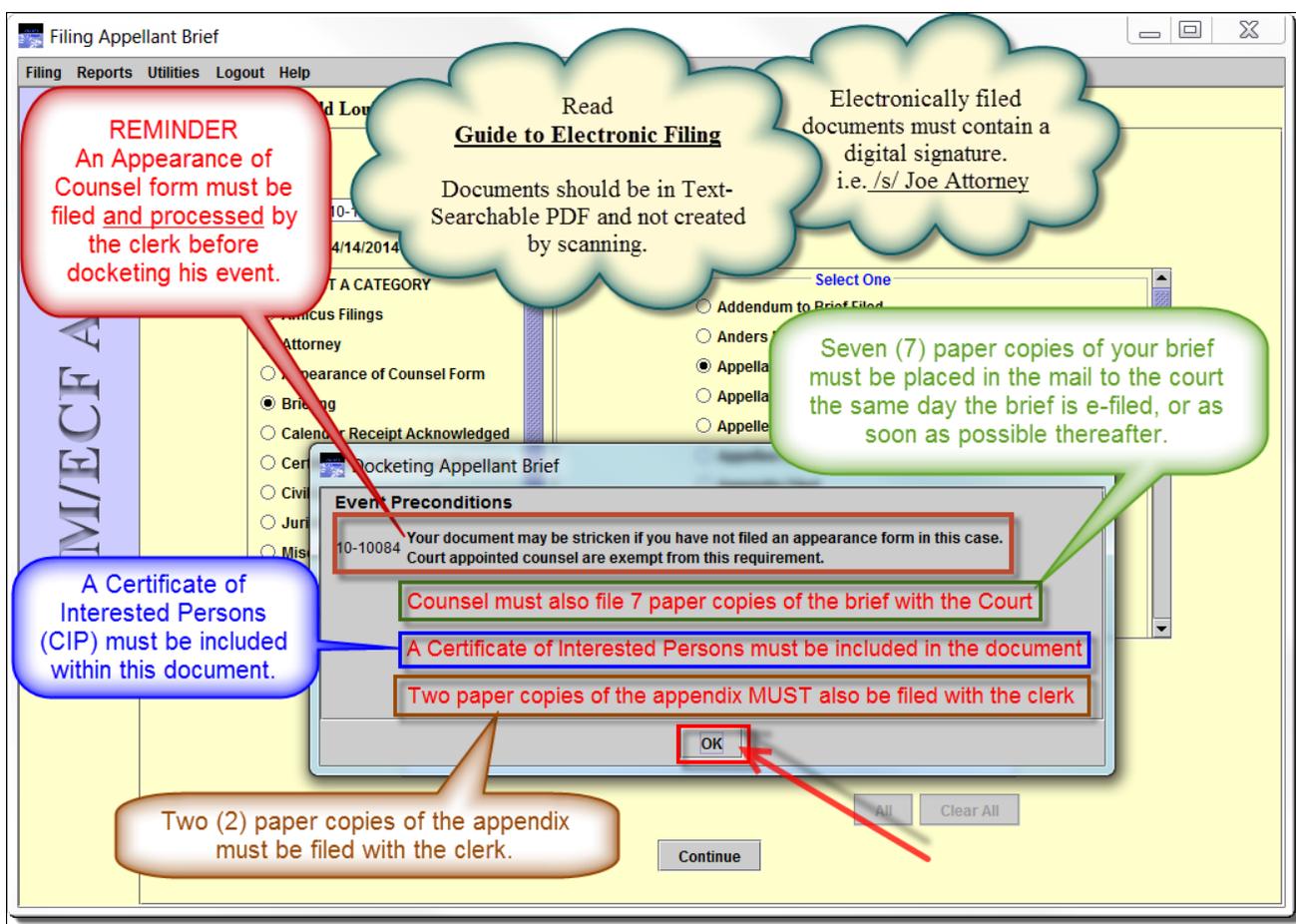


3. Click the radio button for **Briefing** in the left pane. When the category is selected, the available events for that category will display in the right pane.
  - a. Single click the radio button to the left of the type of brief for which you are filing. In this example the **Appellant Brief** has been selected.
    - i. Click the **Continue** button at the bottom of the page.



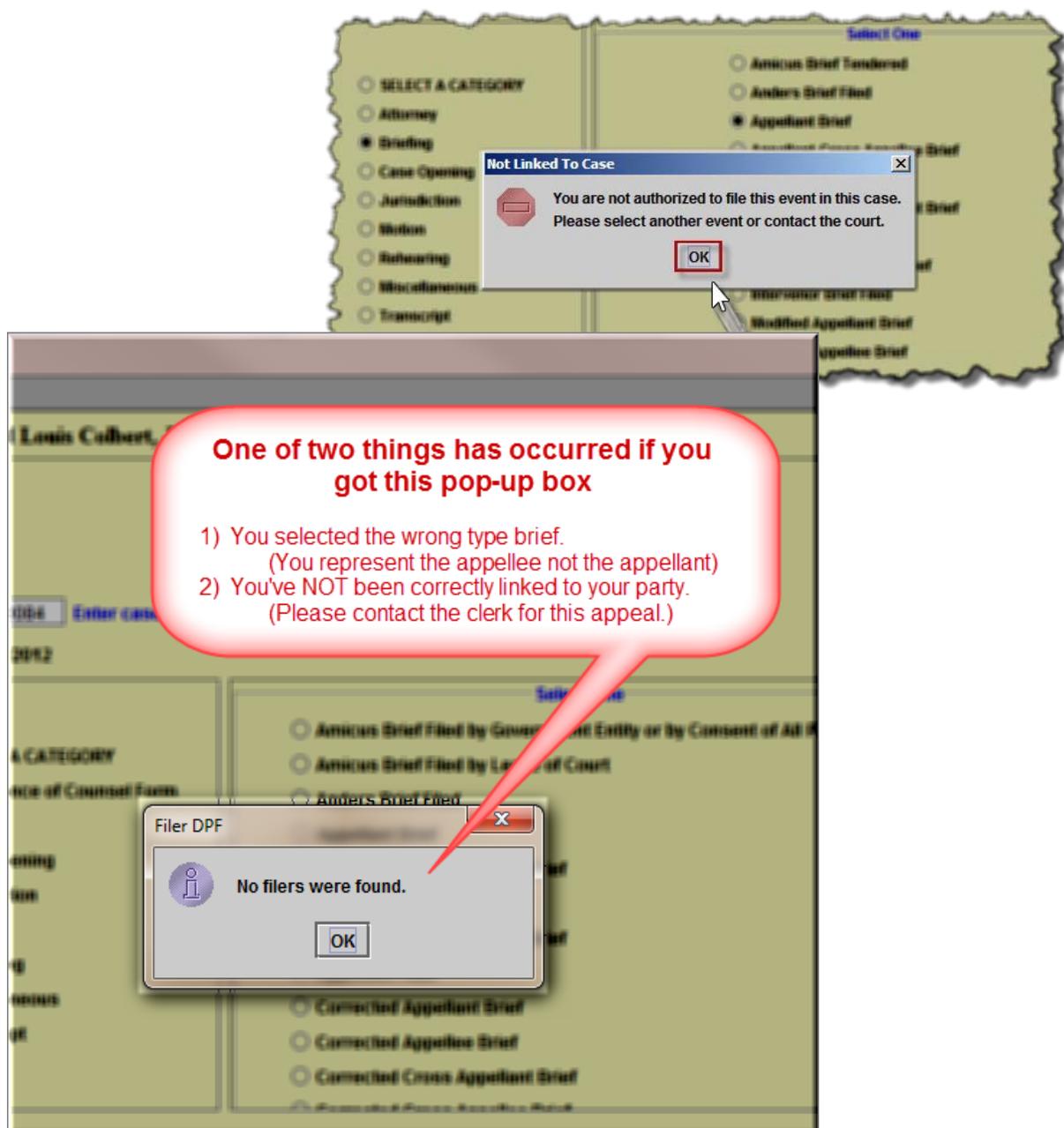
4. **Information Box**

- a. This informational box lets the user know that Court Appointed attorneys and Federal Public Defenders are exempt from the requirement to file this form. All other attorneys are required to file this form.
  - i. If you are not required to file an Appearance of Counsel form, and the system is not letting you docket an event, please contact your Case Handler. Please see the Attorney Instructions: **How to Find a Case Handler.**
- b. **“Counsel must also file 7 paper copies of the brief with the Court”**  
See FRAP 25(a)(2)(B) and Guide to Electronic Filing 10.2.
- c. **“A Certificate of Interested Persons must be included in the document.”**
  - i. Click the **OK** button when read and understood.



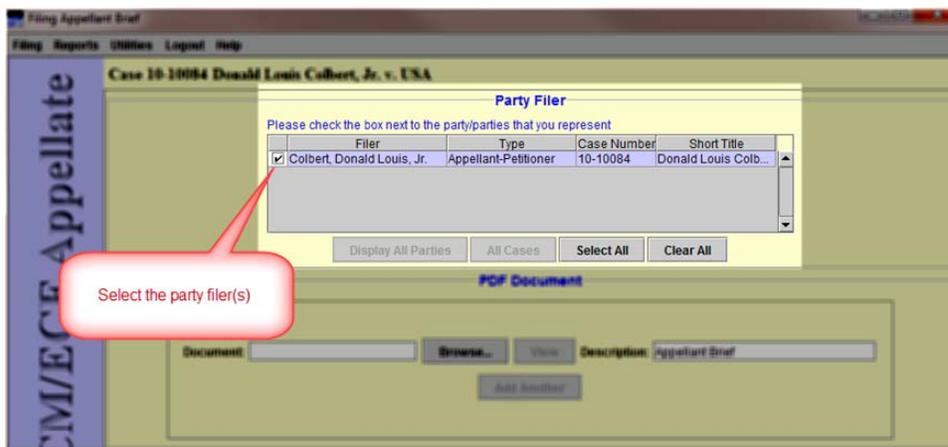
5. **Not Linked To Case**

- a. If you are not linked to this case, a popup box will appear, “**You are not authorized to file this event in this case**”.
- b. If you’ve selected the wrong type brief, a popup box will appear, “**No Filers were found**”.
- c. Your document may be stricken if you have not filed an appearance form in this case. Court appointed counsel are exempt from this requirement.
- d. You must click the **OK** button to continue and/or cancel the event, and contact the clerk handling this case.



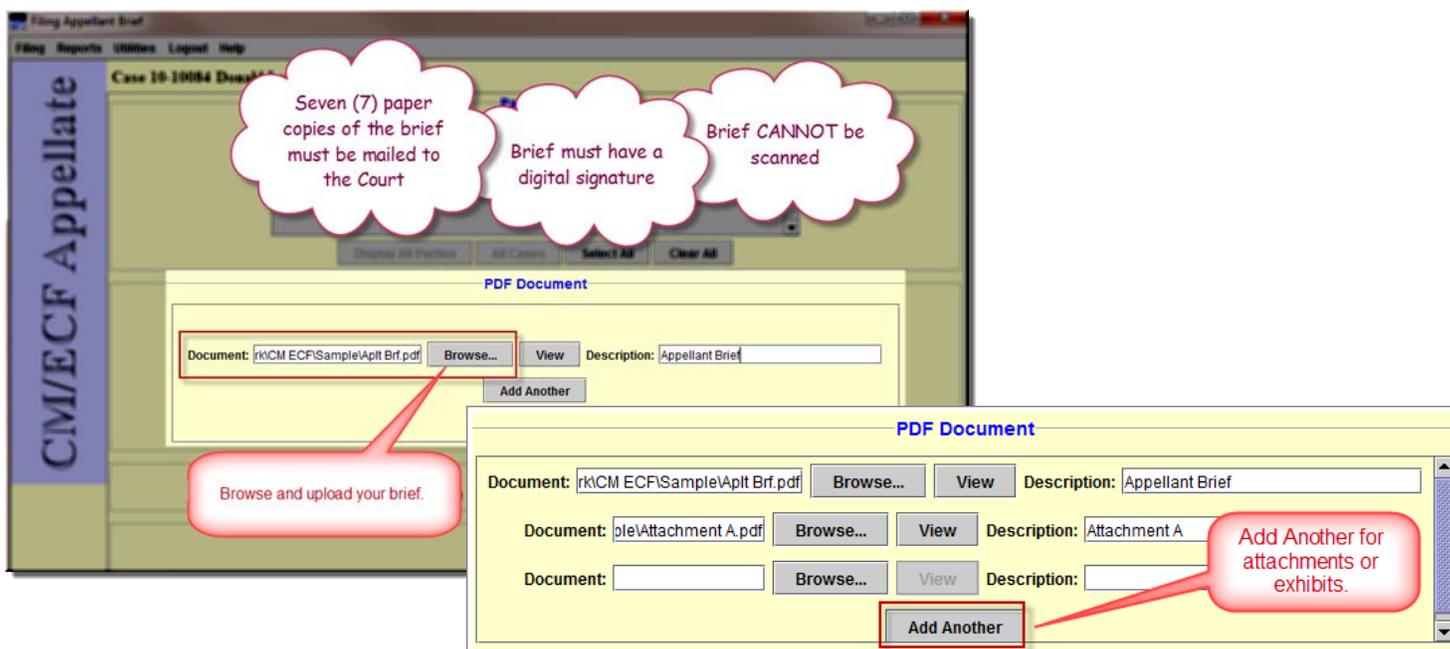
6. **FIRST SECTION – PARTY FILER.**

- a. Select the party filer’s name(s) from the **Party Filer** section by checking the box to the left of the name.



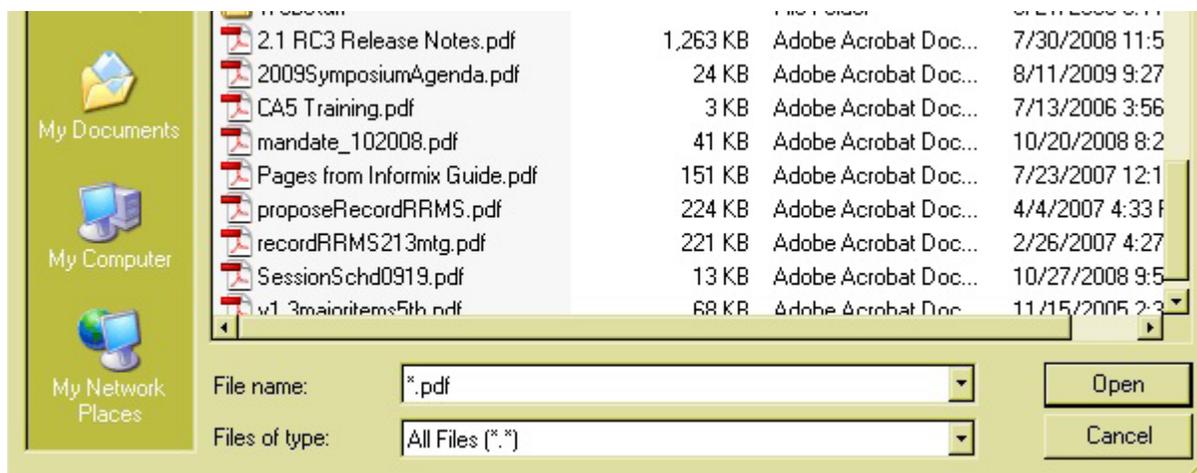
7. **SECOND SECTION – PDF DOCUMENT.**

- a. Upload your **brief in PDF** format.
  - i. The document **description** may be edited.
    - 1. If your brief does not upload here:
      - a. The brief has been scanned
      - b. The brief is too large
      - c. Your computer does not have the correct Java.

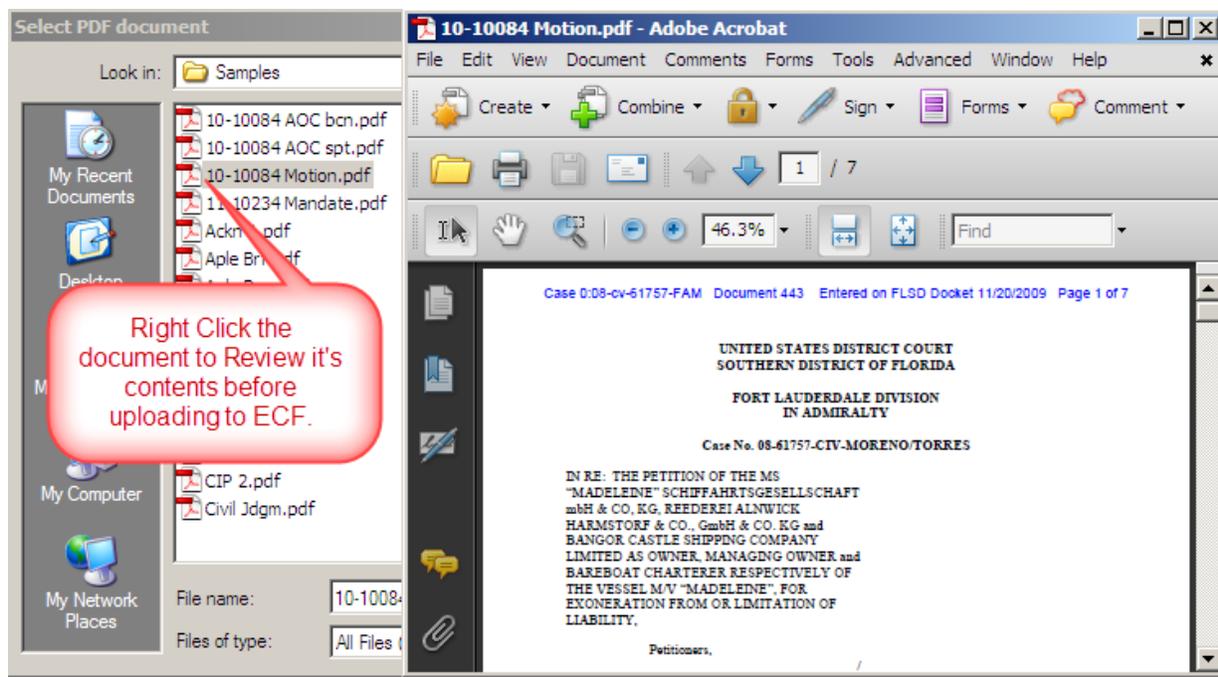


8. **UPLOAD YOUR DOCUMENT**

- a. Either type the complete path to the file or click **Browse** to locate it on your computer. (Single click to select the file and the click **Open** button).



9. **REVIEW THE CONTENTS OF THE DOCUMENT BEFORE UPLOADING.**



10. **Guide to Electronic Filing - BRIEF**

- a. The Electronically filed BRIEF is the official record copy of the brief.
- b. Copies of the briefs and petitions for re-hearings must also be filed with the court as outlined in FRAP 25. These copies must be filed the day the e-brief is filed.

**10. Briefs/Petitions for Rehearing/Petitions for En Banc Consideration**

**10.1.** The electronically filed brief is the official record copy of the brief.

**10.2.** Use of the ECF system does not modify the requirements of the circuit rules that counsel must provide to the Court the required number of paper copies of a brief, a petition for rehearing, a petition for initial en banc consideration, or a petition for rehearing en banc, specified in the circuit rules. Counsel will be considered to have complied with this requirement if, on the day the electronic brief or petition is filed, counsel sends the required number of paper copies to the clerk using one of the following methods outlined in FRAP 25(a)(2)(B):

- a. mail to the clerk by First-Class Mail, or other class of mail that is at least as expeditious, postage prepaid; or
- b. dispatch to a third-party commercial carrier for delivery to the clerk within three days.

11. **Guide to Electronic Filing - APPENDIX**

- a. The Electronically filed APPENDIX is the official record copy of the appendix.
- b. Two paper copies of the appendix must also be filed with the court as outlined in FRAP 25. These copies must be filed the day the e-appendix is filed.

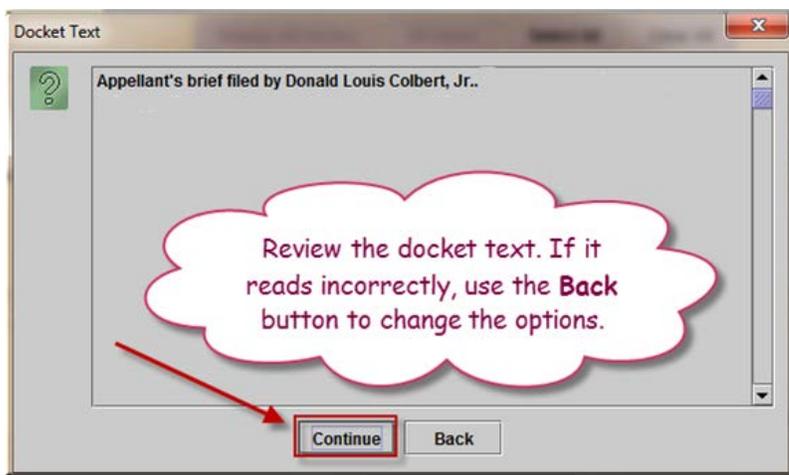
**11. Appendices**

**11.1.** The electronically filed appendix is the official record copy of the appendix.

Use of the ECF system does not modify the requirements of 11th Cir. Rules 30-1 and 30-2 that counsel must provide to the Court the required number of paper copies of an appendix specified in those rules. Counsel will be considered to have complied with this requirement if, on the day the electronic appendix is filed, counsel sends two paper copies to the clerk using one of the methods outlined in FRAP 25(a)(2)(B). If the appeal is classed for oral argument, counsel must file an additional three identical paper copies of the appendix in accordance with 11th Cir. R. 30-1(d).

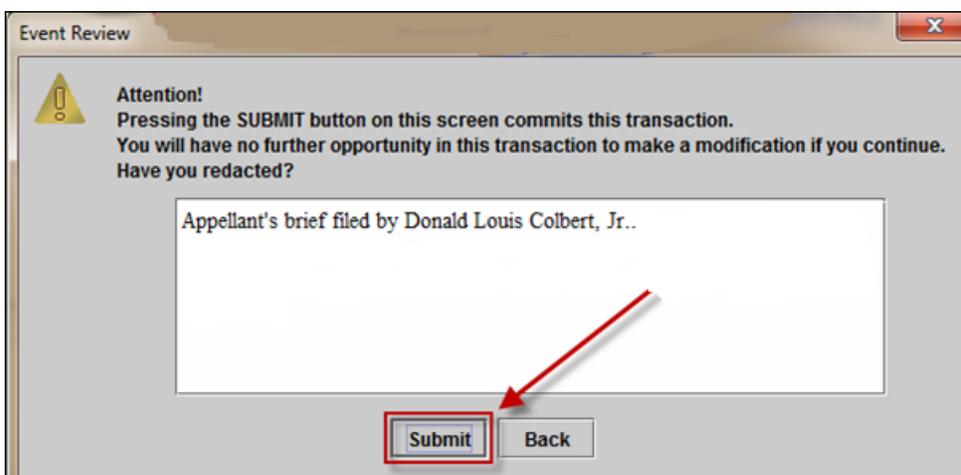
12. **Review Docket Text**

- a. The system gives you two chances to change your mind.
  - i. Click the **Back** button if the text doesn't read correctly.



13. **One Final Chance to change your mind.**

- a. Once you click the **Continue** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.
  - i. Click the **Submit** button to continue.



14. **Event Docketed**

- a. This event has been completed. Click the **OK** button.

