

LRC Research Training for LWR



California & Federal Civil Practice Research

What we will cover

- Court websites: court rules, forms, jury instructions, etc.
- Commercial practice guides, treatises, & form books

Court websites

- [California Courts Website](#)
 - Judicial Council Forms
 - California Rules of Court
 - Jury instructions
- [San Diego Superior Court Website](#)
 - Local Rules
 - Local Forms
 - Fee Schedules

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Jul 07, 2014

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Jun 25, 2014



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Jun 25, 2014

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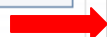
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- Elder or Dependent Adult Abuse Prevention
- Electronic Filing and Service
- Expedited Jury Trial
- Emergency Protective Order
- Enforcement of Judgment
- Family Law - Dissolution, Legal Separation and Annulment FL-100 - 199
- Family Law - Parentage Actions FL-200 - 299
- Family Law - Motions and Attachments FL-300 - 399
- Family Law - Enforcement FL-400 - 499



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RESULTS

*Forms marked with the asterisk are adopted for mandatory use by all courts.

Form -	Date Revised	Description
DISC-001 	Jan 1, 2008	Form Interrogatories-General
DISC-002 	Jan 1, 2008 	Form Interrogatories-Employment Law
DISC-003 	Jan 1, 2008 	Form Interrogatories-Unlawful Detainer
DISC-004 	Jan 1, 2007	Form Interrogatories - Limited Civil Cases (Economic Litigation)
DISC-005 	Jul 1, 2012 	Form Interrogatories - Construction Litigation
DISC-010  *	Jan 1, 2007	Case Questionnaire-For Limited Civil Cases (Under \$25,000)
DISC-015  *	Jan 1, 2007	Request for Statement of Witnesses and Evidence-For Limited Civil Cases (Under \$25,000)
DISC-020 	Jan 1, 2008	Request For Admission

To keep other people from seeing what you entered on your form, please press the Clear This Form button at the end of the form when finished.

DISC-001

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>): _____ _____ _____ _____ TELEPHONE NO.: _____ FAX NO. (<i>Optional</i>): _____ E-MAIL ADDRESS (<i>Optional</i>): _____ ATTORNEY FOR (<i>Name</i>): _____									
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ _____ _____									
SHORT TITLE OF CASE: _____ _____									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">FORM INTERROGATORIES—GENERAL</td> </tr> <tr> <td style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Asking Party:</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Answering Party:</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Set No.:</td> <td style="padding: 5px;">_____</td> </tr> </table> </td> </tr> </table>	FORM INTERROGATORIES—GENERAL	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Asking Party:</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Answering Party:</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Set No.:</td> <td style="padding: 5px;">_____</td> </tr> </table>	Asking Party:	_____	Answering Party:	_____	Set No.:	_____	CASE NUMBER: _____ _____
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Asking Party:	_____								
Answering Party:	_____								
Set No.:	_____								

Sec. 1. Instructions to All Parties

(a) Interrogatories are written questions prepared by a party to an action that are sent to any other party in the action to be answered under oath. The interrogatories below are form interrogatories approved for use in civil cases.

(b) For time limitations, requirements for service on other parties, and other details, see Code of Civil Procedure sections 2030.010–2030.410 and the cases construing those sections.

(c) These form interrogatories do not change existing law relating to interrogatories nor do they affect an answering party’s right to assert any privilege or make any objection.

Sec. 2. Instructions to the Asking Party

(a) These interrogatories are designed for optional use by parties in unlimited civil cases where the amount demanded exceeds \$25,000. Separate interrogatories, Form

(c) Each answer must be as complete and straightforward as the information reasonably available to you, including the information possessed by your attorneys or agents, permits. If an interrogatory cannot be answered completely, answer it to the extent possible.

(d) If you do not have enough personal knowledge to fully answer an interrogatory, say so, but make a reasonable and good faith effort to get the information by asking other persons or organizations, unless the information is equally available to the asking party.

(e) Whenever an interrogatory may be answered by referring to a document, the document may be attached as an exhibit to the response and referred to in the response. If the document has more than one page, refer to the page and section where the answer to the interrogatory can be found.

(f) Whenever an address and telephone number for the same person are requested in more than one interrogatory

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

state, and zip code.

Sec. 5. Interrogatories

The following interrogatories have been approved by the Judicial Council under Code of Civil Procedure section 2033.710:

CONTENTS

- 1.0 Identity of Persons Answering These Interrogatories
- 2.0 General Background Information—Individual
- 3.0 General Background Information—Business Entity
- 4.0 Insurance
- 5.0 *[Reserved]*
- 6.0 Physical, Mental, or Emotional Injuries
- 7.0 Property Damage
- 8.0 Loss of Income or Earning Capacity
- 9.0 Other Damages
- 10.0 Medical History
- 11.0 Other Claims and Previous Claims
- 12.0 Investigation—General
- 13.0 Investigation—Surveillance
- 14.0 Statutory or Regulatory Violations
- 15.0 Denials and Special or Affirmative Defenses
- 16.0 Defendant's Contentions Personal Injury
- 17.0 Responses to Request for Admissions
- 18.0 *[Reserved]*
- 19.0 *[Reserved]*
- 20.0 How the Incident Occurred—Motor Vehicle
- 25.0 *[Reserved]*
- 30.0 *[Reserved]*
- 40.0 *[Reserved]*
- 50.0 Contract
- 60.0 *[Reserved]*
- 70.0 Unlawful Detainer *[See separate form DISC-003]*
- 101.0 Economic Litigation *[See separate form DISC-004]*
- 200.0 Employment Law *[See separate form DISC-002]*
Family Law *[See separate form FL-145]*

- 2.5 State:
 - (a) your present residence **ADDRESS**;
 - (b) your residence **ADDRESSES** for the past five years; and
 - (c) the dates you lived at each **ADDRESS**.
- 2.6 State:
 - (a) the name, **ADDRESS**, and telephone number of your present employer or place of self-employment; and
 - (b) the name, **ADDRESS**, dates of employment, job title, and nature of work for each employer or self-employment you have had from five years before the **INCIDENT** until today.
- 2.7 State:
 - (a) the name and **ADDRESS** of each school or other academic or vocational institution you have attended, beginning with high school;
 - (b) the dates you attended;
 - (c) the highest grade level you have completed; and
 - (d) the degrees received.
- 2.8 Have you ever been convicted of a felony? If so, for each conviction state:
 - (a) the city and state where you were convicted;
 - (b) the date of conviction;
 - (c) the offense; and
 - (d) the court and case number.
- 2.9 Can you speak English with ease? If not, what language and dialect do you normally use?
- 2.10 Can you read and write English with ease? If not, what language and dialect do you normally use?

Please fill out the following form. You can save data typed into this form.

Highlight Existing Field

- 16.7 Do you contend that any of the property damage claimed by plaintiff in discovery Proceedings thus far in this case was not caused by the **INCIDENT**? If so:
- identify each item of property damage;
 - state all facts upon which you base your contention;
 - state the names, **ADDRESSES**, and telephone numbers of all **PERSONS** who have knowledge of the facts; and
 - identify all **DOCUMENTS** and other tangible things support your contention and state the name, **ADDRESS**, and telephone number of the **PERSON** who has each **DOCUMENT** or thing.

18.0 *[Reserved]*

19.0 *[Reserved]*

20.0 How the Incident Occurred—Motor Vehicle

- 20.1 State the date, time, and place of the **INCIDENT** (closest street **ADDRESS** or intersection).
- 20.2 For each vehicle involved in the **INCIDENT**, state:
- the year, make, model, and license number;
 - the name, **ADDRESS**, and telephone number of the driver;

DISC-001 [Rev. January 1, 2008]

FORM INTERROGATORIES—GENERAL

Page 7 of 8

- the name, **ADDRESS**, and telephone number of each occupant other than the driver;
- the name, **ADDRESS**, and telephone number of each registered owner;
- the name, **ADDRESS**, and telephone number of each lessee;
- the name, **ADDRESS**, and telephone number of each owner other than the registered owner or lien holder; and
- the name of each owner who gave permission or consent to the driver to operate the vehicle.

20.3 State the **ADDRESS** and location where your trip began and the **ADDRESS** and location of your destination.

20.4 Describe the route that you followed from the beginning of your trip to the location of the **INCIDENT**, and state the location of each stop, other than routine traffic stops, during the trip leading up to the **INCIDENT**.

20.5 State the name of each person who has custody of

DISC-001

- (d) state the name, **ADDRESS**, and telephone number of each **PERSON** who has custody of each defective part.

20.11 State the name, **ADDRESS**, and telephone number of each owner and each **PERSON** who has had possession since the **INCIDENT** of each vehicle involved in the **INCIDENT**.

25.0 *[Reserved]*

30.0 *[Reserved]*

40.0 *[Reserved]*

50.0 Contract

- 50.1 For each agreement alleged in the pleadings:
- identify each **DOCUMENT** that is part of the agreement and for each state the name, **ADDRESS**, and telephone number of each **PERSON** who has the **DOCUMENT**;
 - state each part of the agreement not in writing, the

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contents and family rules of court.

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- » [Viewing PDF Files](#)
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The California Rules of Court found on the California Courts Web site are current as of July 1, 2014.


California Rules of Court

Title One. Rules Applicable to All Courts (Rules 1.1 - 1.200) [HTML](#) | [PDF](#) (102 KB)

Title Two. Trial Court Rules (Rules 2.1 - 2.1100) [HTML](#) | [PDF](#) (562 KB)


 Title Three. Civil Rules (Rules 3.1 - 3.2237) [HTML](#) | [PDF](#) (1152 KB)

 Title Four. Criminal Rules (Rules 4.1 - 4.700) [HTML](#) | [PDF](#) (400 KB)

 Title Five. Family and Juvenile Rules (Rules 5.1 - 5.906) [HTML](#) | [PDF](#) (2372 KB)

Title Six. [Reserved] [PDF](#) (84 KB)

 Title Seven. Probate Rules (Rules 7.1 - 7.1101) [HTML](#) | [PDF](#) (420 KB)

 Title Eight. Appellate Rules (Rules 8.1 - 8.1125) [HTML](#) | [PDF](#) (2033 KB)

Title Nine. Rules on Law Practice, Attorneys, and Judges (Rules 9.1 - 9.61) [HTML](#) | [PDF](#) (282 KB)

Title Ten. Judicial Administration Rules (Rules 10.1 - 10.1108) [HTML](#) | [PDF](#) (1220 KB)

Standards of Judicial Administration (Standards 2.1 - 10.80) [HTML](#) | [PDF](#) (394 KB)

Ethics Standards for Neutral Arbitrators in Contractual Arbitration (Standards 1 - 17) [HTML](#) | [PDF](#) (148 KB)

Appendix A: Judicial Council Legal Forms List [PDF](#) (198 KB)

Appendix B: Liability Limits of a Parent or Guardian Having Custody and Control of a Minor for the Torts of a Minor [PDF](#) (11 KB)

Rule 3.1350. Motion for summary judgment or summary adjudication

(a) Motion

As used in this rule, “motion” refers to either a motion for summary judgment or a motion for summary adjudication.

(b) Motion for summary adjudication

If made in the alternative, a motion for summary adjudication may make reference to and depend on the same evidence submitted in support of the summary judgment motion. If summary adjudication is sought, whether separately or as an alternative to the motion for summary judgment, the specific cause of action, affirmative defense, claims for damages, or issues of duty must be stated specifically in the notice of motion and be repeated, verbatim, in the separate statement of undisputed material facts.

(Subd (b) amended effective January 1, 2007; previously amended effective January 1, 2002.)

(c) Documents in support of motion

Except as provided in Code of Civil Procedure section 437c(r) and rule 3.1351, the motion must contain and be supported by the following documents:

- (1) Notice of motion by *[moving party]* for summary judgment or summary adjudication or both;
- (2) Separate statement of undisputed material facts in support of *[moving party's]* motion for summary judgment or summary adjudication or both;
- (3) Memorandum in support of *[moving party's]* motion for summary judgment or summary adjudication or both;
- (4) Evidence in support of *[moving party's]* motion for summary judgment or summary adjudication or both; and



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July 14, 2014

[San Diego Superior Court Offers Small Claims Court Workshops](#)
July 1, 2014

[Public Notice - Proposed Changes to the San Diego Superior Court Rules to Become Effective January 1, 2015](#)
June 2, 2014

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San Diego Superior Court Closed Friday, July 4, 2014

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Find information about [Civil Imaging](#), [Probate Imaging](#) and [Civil eFiling](#).

[Register of Actions \(ROA\)](#)
Case register of actions for Civil, Small Claims and Probate cases filed after Jan 1, 2008. Some documents available for viewing.

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View the five-day court calendar.

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Pay your Court Ordered Fine or Traffic Ticket (Citation); request an Extension of Court Date or request Traffic School.

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Make an appointment for a Family Law Facilitator workshop at Family Court, North County, East County, or South County.

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Proposed rulings of the court.

[Probate Examiner Notes](#)
Examiner's Notes are summaries prepared by the probate examiner after reviewing your petition.

[Mediator Search](#)
Search for mediators on the court Civil Mediation Panel.

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These cases are collected and processed overnight, and the party names are added to the new filings lists.

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2014 San Diego County Superior Court Rules

[San Diego County Superior Court Rules - PDF Version](#) 

All Divisions (I - VIII) inclusive
Effective January 1, 2014 through December 31, 2014

Separated into Divisions:

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Revised: January 1, 2014

[Division II - Civil](#) 

Revised: January 1, 2014

[Division III - Criminal](#) 

Revised: January 1, 2014

[Division IV - Probate](#) 

Revised: January 1, 2014

[Division V - Family Law](#)

Revised: January 1, 2014

[Division VI - Juvenile](#)

Revised: January 1, 2014

[Division VII - Appellate](#)

Revised: January 1, 2014

[Division VIII - Mental Health](#)

Revised: January 1, 2014

Rule 2.1.6

Defendant's Appearance

Unless a special appearance is made, each defendant served must generally appear (as defined in Code Civ. Proc., § 1014) within the time required by the Code of Civil Procedure, or within 15 days thereafter if the parties have stipulated to extend that time.

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 7/1/2003; Rev 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2013)

Rule 2.1.7

Request for Entry of Default

If a defendant does not make a general appearance within the time provided by statute, or makes an unsuccessful motion to quash, stay, or dismiss the action on the grounds of inconvenient forum or improper court, and thereafter fails to plead within the time provided by statute or in these rules, the plaintiff must request entry of default forthwith. Original and copy for conforming needs to be submitted.

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2010)

Rule 2.1.8

Default Judgment

Applications for default judgment should be submitted on declarations pursuant to Code of Civil Procedure section 585, subdivision (d) and include Judgment check list form SDSC CIV-198 or CIV-199. See the Civil forms area of the court's web site for the most recent version (<http://www.sdcourt.ca.gov/pls/portal/url/page/sdcourt/generalinformation/forms/civilforms>). The court will notify the parties if an oral prove-up hearing or additional documentary evidence is required. (See rule 2.5.11, Default Attorney Fee Schedule.)

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2003; Renum. 1/1/2006; Rev. 1/1/2009; Rev. 1/1/2010)

Rule 2.1.9

Case Management Conference

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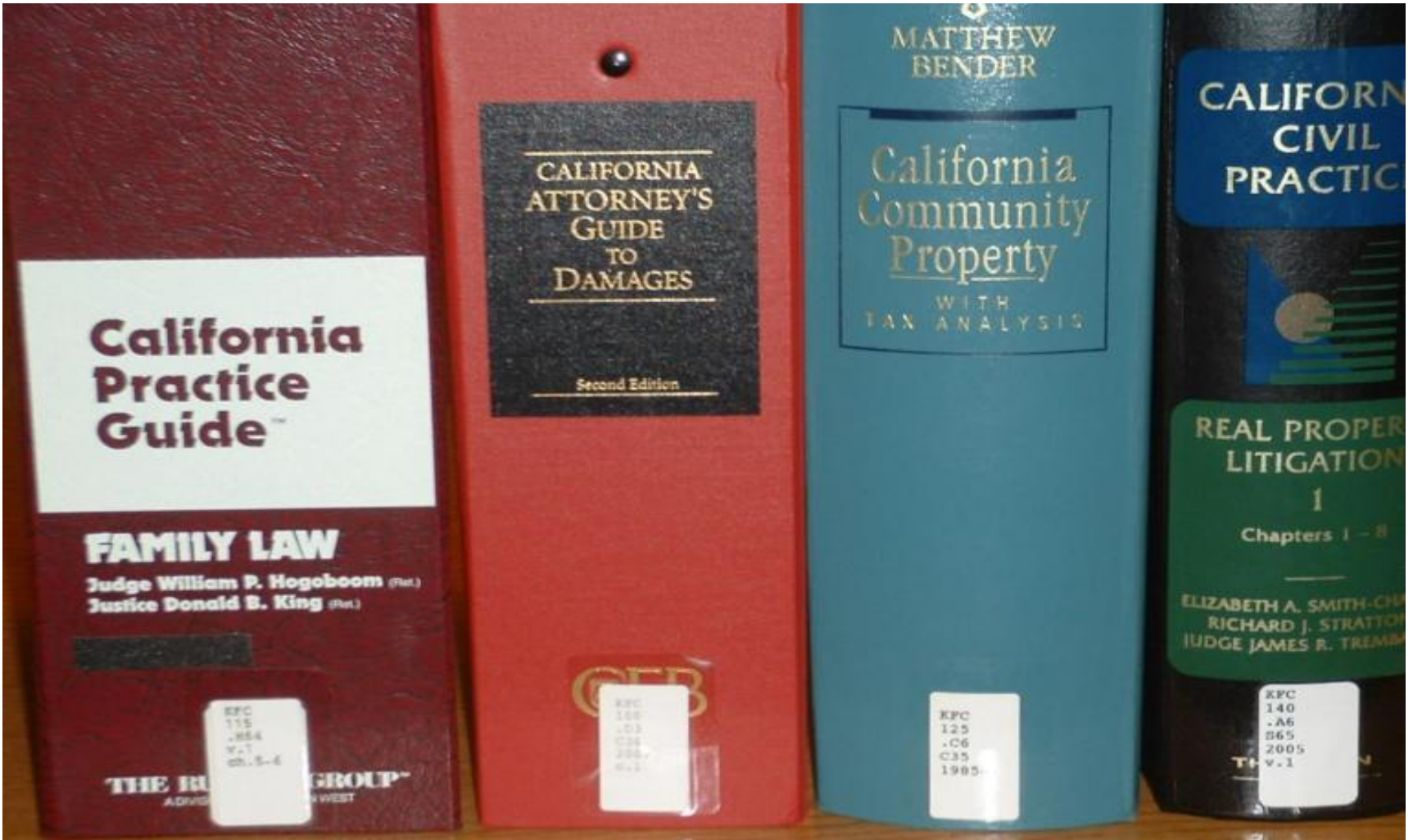
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Alameda	Location	Contact	Jury Info	Traffic	District 1
Alpine	Location	Contact	Jury Info	Traffic	District 3
Amador 	Location 	Contact 	Jury Info 	Traffic 	District 3
Butte 	Location 	Contact 	Jury Info 	Traffic 	District 3
Calaveras	Location	Contact	Jury Info	Traffic	District 3
Colusa	Location	Contact	Jury Info	Traffic	District 3
Contra Costa 	Location 	Contact 	Jury Info 	Traffic 	District 1
Del Norte	Location	Contact	Jury Info	Traffic	District 1
El Dorado 	Location 	Contact 	Jury Info 	Traffic 	District 3
Fresno	Location	Contact	Jury Info	Traffic	District 5
Glenn 	Location 	Contact 	Jury Info 	Traffic 	District 3
Humboldt	Location	Contact	Jury Info	Traffic	District 1
Imperial	Location	Contact	Jury Info	Traffic	District 4

FINDING PRACTICE GUIDES & FORM BOOKS





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Group**

CEB

**Matthew
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**Thomson
West**

Practice Guides

Pre-Trial

Civil Procedure Before Trial (Rutter Guide) (WL)

Cal. Civil Discovery (LEXIS)

Cal. Civil Procedure Before Trial (CEB's OnLaw)

During Trial

Cal. Trial Practice: Civil Procedure During Trial (CEB's Onlaw)

Civil Trials & Evidence (Rutter Guide) (WL)

Cal. Trial & Post-Trial Civil Procedure (LEXIS)

Post-Trial

Cal. Civil Appellate Practice (CEB's OnLaw)

Enforcing Judgments & Debts (Rutter Guide) (WL)

Civil Appeals and Writs (Rutter Guide) (WL)



Forms—where can you find them?

- **Court websites:** Judicial Council, local court forms
- **California Forms of Pleading & Practice, Annotated**
LRC Reserve Rm KFC 1010 A65 C15 or Lexis Advance
- **California Points & Authorities**
LRC Reserve Rm KFC 1010 B4 or Lexis Advance
- **California Practice Guide: Civil Procedure Before Trial Forms** (The Rutter Group)
Westlaw



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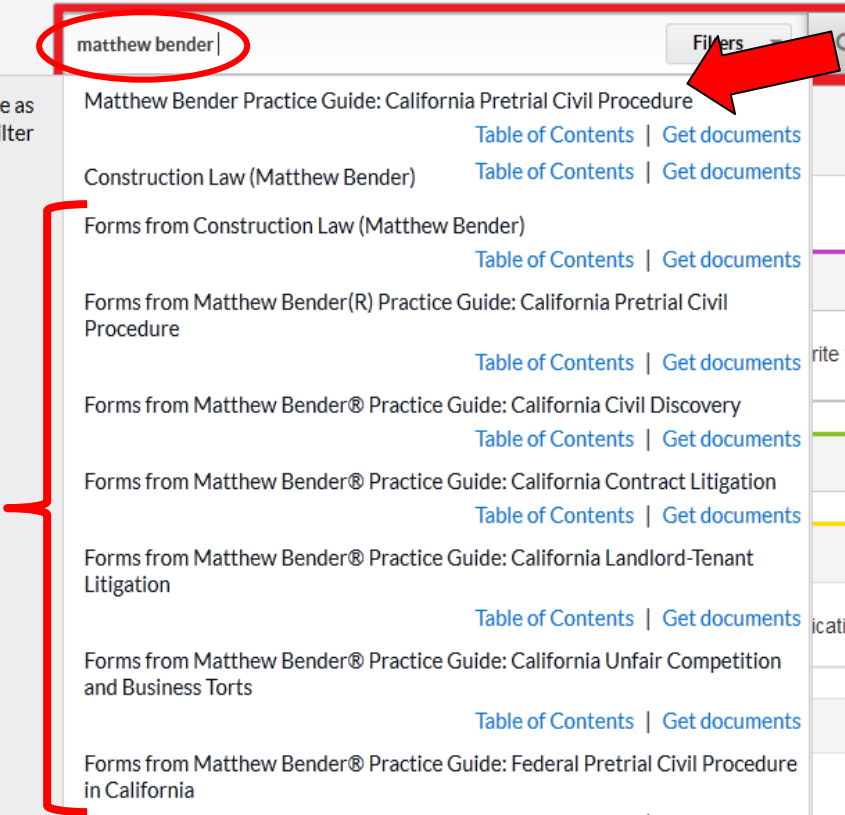
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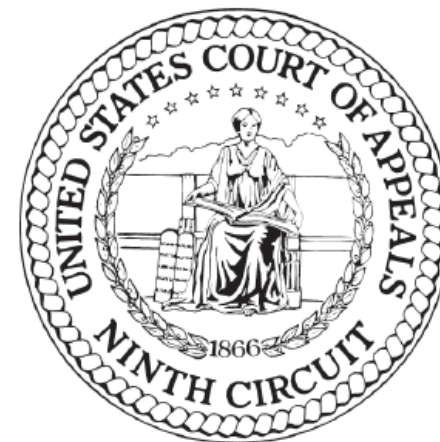
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- FRAP 37. Interest on Judgment
- FRAP 38. Frivolous Appeal - Damages and Costs
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- FRAP 40. Petition for Panel Rehearing
- FRAP 41. Mandate: Contents; Issuance and Effective Date; Stay
- FRAP 42. Voluntary Dismissal
- FRAP 43. Substitution of Parties
- FRAP 44. Cases Involving a Constitutional Question When the United States or the Relevant State is not a Party
- FRAP 45. Clerk's Duties
- FRAP 46. Attorneys
- FRAP 47. Local Rules by Courts of Appeals
- FRAP 48. Masters

(a) **Appellant's Brief.** The appellant's brief must contain, under appropriate headings and in the order indicated:



- (1) a corporate disclosure statement if required by Rule 26.1;
- (2) a table of contents, with page references;
- (3) a table of authorities — cases (alphabetically arranged), statutes, and other authorities — with references to the pages of the brief where they are cited;
- (4) a jurisdictional statement, including:
 - (A) the basis for the district court's or agency's subject-matter jurisdiction, with citations to applicable statutory provisions and stating relevant facts establishing jurisdiction;
 - (B) the basis for the court of appeals' jurisdiction, with citations to applicable statutory provisions and stating relevant facts establishing jurisdiction;
 - (C) the filing dates establishing the timeliness of the appeal or petition for review; and
 - (D) an assertion that the appeal is from a final order or judgment that disposes of all parties' claims, or information establishing the court of appeals' jurisdiction on some other basis;
- (5) a statement of the issues presented for review;
- (6) a concise statement of the case setting out the facts relevant to the issues submitted for review, describing the relevant procedural history, and identifying the rulings presented for review, with appropriate references to the record (see Rule 28(e));
- (7) a summary of the argument, which must contain a succinct, clear, and accurate statement of the arguments made in the body of the brief, and which must not merely repeat the argument headings;
- (8) the argument, which must contain:
 - (A) appellant's contentions and the reasons for them, with citations to the authorities and parts of the record on which the appellant relies; and
 - (B) for each issue, a concise statement of the applicable standard of review (which may appear in the discussion of the issue or under a separate heading placed before the discussion of the issues);

CIRCUIT RULE 28-2. CONTENTS OF BRIEFS

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- FRAP 17. Filing the Record
- FRAP 18. Stay Pending Review
- FRAP 19. Settlement of a Judgment Enforcing an Agency Order in Part
- FRAP 20. Applicability of Rules to the Review or Enforcement of an Agency Order
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- FRAP 26. Computing and Extending Time
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In addition to the requirements of FRAP 28, briefs shall comply with the following rules:

28-2.1. Certificate as to Interested Parties *[Abrogated 7/1/90]*

28-2.2. Statement of Jurisdiction

In a statement preceding the statement of the case in its initial brief, each party shall demonstrate the jurisdiction of the district court or agency and of this Court by stating, in the following order:

- (a) The statutory basis of subject matter jurisdiction of the district court or agency;
- (b) The basis for claiming that the judgment or order appealed from is final or otherwise appealable, and the statutory basis of jurisdiction of this Court. *(Rev. 12/1/09)*
- (c) The date of entry of the judgment or order appealed from; the date of filing of the notice of appeal or petition for review; and the statute or rule under which it is claimed the appeal is timely.

If the appellee agrees with appellant's statement of one or more of the foregoing matters, it will be sufficient for the appellee to state such agreement under an appropriate heading.

28-2.3. Attorneys Fees *[Abrogated 7/1/97]*

28-2.4. Bail / Detention Status

- (a) The opening brief in a criminal appeal shall contain a statement as to the bail status of the defendant. If the defendant is in custody, the projected release date should be included.
- (b) The opening brief in a petition for review of a decision of the Board of Immigration Appeals shall state whether petitioner (1) is detained in the custody of the Department of Homeland Security or at liberty and/or (2) has moved the Board of Immigration Appeals to reopen or applied to the district director for an adjustment of status. *(New 1/1/05; Rev. 12/1/09)*

28-2.5.-Reviewability and Standard of Review

As to each issue, appellant shall state where in the record on appeal the issue was raised and ruled on and identify the applicable standard of review.

In addition, if a ruling complained of on appeal is one to which a party must have objected at trial to preserve a right of review, e.g., a failure to admit or to exclude evidence or the giving of or refusal to give a jury instruction, the party shall state where in the record on appeal the objection



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- (07/22/14) Gay Marriage Cases
- (07/18/14) Arizona Dream Act Coalition v. Brewer, 13-16248
- (07/11/14) Garcia v. Google, 12-57302
- (07/07/14) In re: National Security Letter, Under Seal v. Holder, 13-15957, 13-16731, and 13-16732
- (07/01/14) US v. Barry Bonds, No. 11-10669
- (06/24/14) Smithkline Beecham Corporation v. Abbott Laboratories ("Sexual Orientation of Jurors"), 11-17357 & 11-17373
- (06/02/14) City of San Jose vs. Commissioner of Baseball, 14-15139
- (05/14/14) Peruta v. County of San Diego, 10-56971

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Announcements

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- (04/04/14) Court Amends Camera Guidelines
- (01/02/14) Court Offers Live Audio Streaming of All Proceedings
- (12/09/13) Appellate Practice Guide Now Available
- (12/01/13) Notice of Amendments to FRAP, Form 4, and Fee Schedule - Effective December 1, 2013
- (08/29/13) Notice To CJA Attorneys

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- (08/04/2014) 11:00 AM Monday: Pasadena Courtroom Three **NEW**

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Revised December 1, 2013

Prepared by the Office of Staff Attorneys

These documents are intended to assist attorneys after cases are opened. More specific information is provided for immigration cases and non-immigration agency cases. The documents are provided in both HTML format and as an Adobe Acrobat PDF document. To save a PDF copy of the document, right click on the PDF icon and save the file to a location on your computer hard drive.

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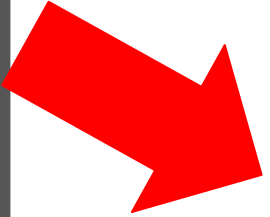
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DRAFTING THE BRIEF

I. CONTENT OF THE BRIEF

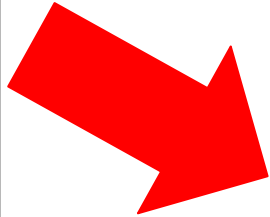
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1. **Corporate Disclosure Statement** Any nongovernmental corporate party to a proceeding in the Ninth Circuit must file a statement identifying any parent corporation and any publicly held corporation that owns 10% or more of its stock or stating that there is no such corporation before the table of contents in the principal brief.
2. **Table of Contents** This must include page references.



Practice Tip: Use full sentences for your table of contents headings so that your table of contents reads as an outline of your case. Some judges read the table of contents first, and you should take advantage of the opportunity to lay out your case in a concise, logical roadmap. For example, rather than using a heading like "Argument," take the opportunity to preview your argument.

3. **Table of Authorities** This must list all the cases (alphabetically arranged), statutes, and other authorities cited, with appropriate page references.



Practice Tip: Although neither FRAP nor the Ninth Circuit rules require an introduction, both allow one. Writing an introduction allows you to succinctly introduce the basic facts and law the Court needs to understand to rule your way.

4. **Jurisdictional Statement** This must set forth the bases for subject matter jurisdiction for both the district court (or agency) *and* the court of appeals. It should include citations to the applicable statutory provisions and state the facts establishing jurisdiction. The statement must also include the filing dates establishing the timeliness of the appeal or petition for review; and an assertion that the appeal is from a final order or judgment that disposes of all parties' claims, or information establishing the court of appeals' jurisdiction on some other basis.



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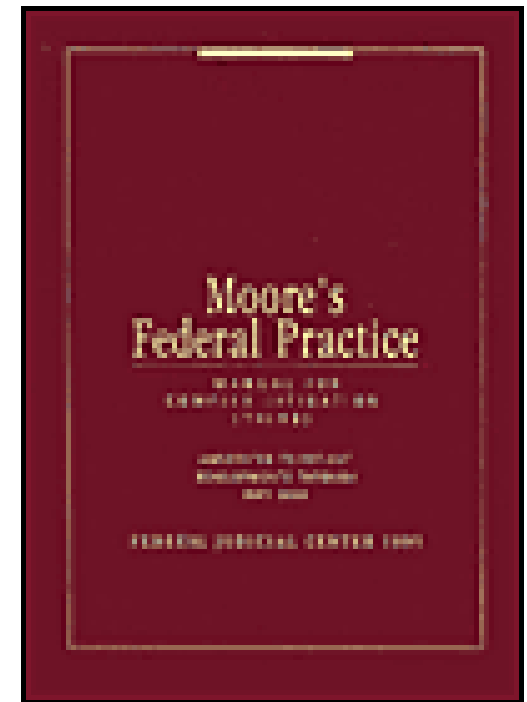
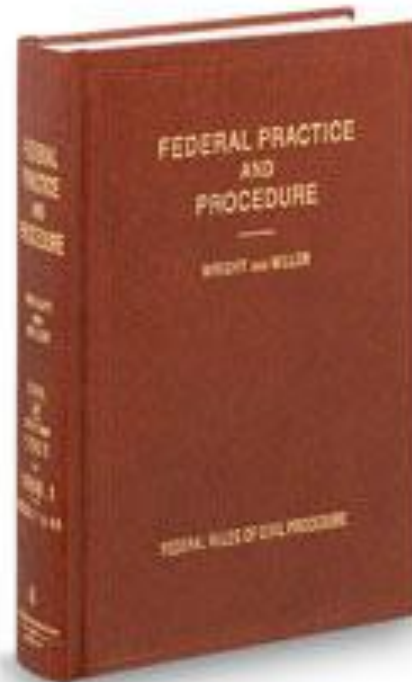
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