

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT

**DIRECTIONS FOR INFORMAL BRIEF**

1. **Preparation of Brief.** The Court will consider this case according to the written issues, facts, and arguments presented in the Informal Briefs. Space is provided to present up to four issues. Additional issues may be presented by attaching additional sheets. The Court will not consider issues that are not specifically raised in the Informal Briefs. Informal Briefs must be legible and concise, and any attached pages must be sequentially numbered. Informal Briefs may be filed on the form provided or in memorandum or formal briefing format.

2. **Copies required.**

- \* File the original of the Informal Brief with the Court. If you would like a file-stamped copy returned, send an extra copy and a self-addressed stamped envelope. The Court's address is:

Clerk  
U.S. Court of Appeals, Fourth Circuit  
U.S. Courthouse Annex, 5th Floor  
1100 East Main Street  
Richmond, VA 23219

- \* Send one copy of your Informal Brief to each of the parties in the case.

3. **Certificate of Service Required.** You must certify that you sent each of the other parties or attorneys complete copies of all documents you send the Court. Service on a party represented by counsel shall be made on counsel.

4. **Signature Required.** You must sign your Informal Brief and all Certificates of Service. If the Informal Brief is not signed, the case will be subject to dismissal under this Court's Local Rule 45.

DOCUMENTS ARE SCANNED INTO ELECTRONIC FORM AND POSTED TO THE DOCKET. DO NOT USE STAPLES, TAPE OR BINDING.

**UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT**

**INFORMAL BRIEF**

**RE:**

**1. Declaration of Inmate Filing**

An inmate's notice of appeal is timely if it was deposited in the institution's internal mail system, with postage prepaid, on or before the last day for filing. Timely filing may be shown by:

- a postmark or date stamp showing that the notice of appeal was timely deposited in the institution's internal mail system, with postage prepaid, or
- a declaration of the inmate, under penalty of perjury, of the date on which the notice of appeal was deposited in the institution's internal mail system with postage prepaid. To include a declaration of inmate filing as part of your informal brief, complete and sign the declaration below:

**Declaration of Inmate Filing**

I am an inmate confined in an institution. I deposited my notice of appeal in the institution's internal mail system on \_\_\_\_\_ [insert date]. First-class postage is being prepaid either by me or by the institution on my behalf.

I declare under penalty of perjury that the foregoing is true and correct (see 28 U.S.C. § 1746; 18 U.S.C. § 1621).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Jurisdiction**

Name of the court or agency from which you are appealing:

Dates of the order or orders for which review is sought:

**3. Issues for Review**

Use the following spaces to set forth the facts and argument in support of the issues you wish the Court of Appeals to consider. The parties may cite case law, but citations are not required.

**Issue 1.**

**Supporting Facts and Argument.**

**Issue 2.**

**Supporting Facts and Argument.**

**Issue 3.**

**Supporting Facts and Argument.**

**Issue 4.**

**Supporting Facts and Argument**

4. **Relief Requested**

Identify the precise action you want the Court of Appeals to take:

5. **Prior appeals (for appellants only)**

A. Have you filed other cases in this court?  
Yes                      No

B. If you checked YES, what are the case names and docket numbers for those appeals and what was the ultimate disposition of each?

\_\_\_\_\_  
Signature  
[Notarization Not Required]

\_\_\_\_\_  
[Please Print Your Name Here]

**CERTIFICATE OF SERVICE**  
\*\*\*\*\*

I certify that on \_\_\_\_\_ I served a complete copy of this Informal Brief on all parties, addressed as shown below:

\_\_\_\_\_  
Signature

**NO STAPLES, TAPE OR BINDING PLEASE**