

## Electronic Appendix Instructions

[Local Rule 25\(a\)\(1\)\(D\)](#) requires appendices in formally briefed cases to be filed in electronic and paper form. See the [Local Rules](#), the [Fourth Circuit Brief & Appendix Requirements](#) and the [Fourth Circuit Appendix Pagination & Brief Citation Guide](#) for detailed information on the format and content requirements for electronic appendices.

The Court has implemented a “Citelinks” utility within the Judiciary’s CM/ECF system that hyperlinks appendix citations in the briefs to the cited page of the appendix. The Citelinks functionality requires that counsel paginate the appendix using Bates page numbering and a standard format and that citations to the appendix in the brief follow the same format. Citelinks leaves the official filing in PACER unchanged but creates hyperlinks in copies of the briefs and appendices used by the Court.

The Citelinks requirements apply to all cases proceeding under formal briefing orders issued on or after July 15, 2022, but not to cases in which informal briefs are filed under Local Rule 34(b). A joint appendix will be required in all cases proceeding under formal briefing orders, including agency review cases and *Anders* cases.

- **Agency Review Cases:** The agency will continue to file the administrative record in electronic form if available. Rather than adopting the administrative record by linking to it, however, the petitioner or appellant will download the administrative record, add a joint appendix cover page and table of contents, paginate the joint appendix using the Bates numbering and formatting described below, and file it as a joint appendix. Citations in the parties’ briefs must be to the joint appendix (JA or J.A.).

- **Anders Cases:** Joint appendices must be filed in cases proceeding under *Anders v. California*, 386 U.S. 738 (1967).

This document covers:

- [Creating an electronic appendix from the district court docket;](#)
- [Filing an electronic appendix in appellate CM/ECF](#)
- [Appendix Pagination](#)
- **Creating an electronic appendix from the district court docket**

For cases arising from a district court action, the electronic appendix can be created directly from the docket. You must log in to district court CM/ECF to utilize the "Create Appendix" functionality. PACER users do not have access to "Create Appendix."

  1. Log in the district court CM/ECF application.
  2. Select **Reports**.
  3. Select **Docket Sheet**.
  4. Enter the district court case number.
  5. Under *Document Options*, select **Create Appendix**.
  6. Select **Find This Case**.

**ECF** Civil Criminal Query **Reports** Utilities

### Docket Sheet

Case number

Filed  to   
 Entered  to

Documents  to

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Sealed entries
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

**Exclude entries with these types of restrictions:**

- court user
- ex parte
- applicable party

Sort by:

7. If more than one case is returned, select the correct case then select **Run Report**.
8. The docket sheet will open.
9. Select documents for the appendix by checking the box next to the docket number.
10. After selecting all appendix documents, rearrange the order of the documents, if needed, and enter numbers in the *Sort Order* column.

Date Filed	#	<a href="#">clear</a>	Sort Order	Docket Text
06/23/2011	1	<input checked="" type="checkbox"/>		INDICTMENT as to Ever Enrique Medina (1) count(s) 1. (c/s) (jnl, Deputy Clerk) (Entered: 06/24/2011)
06/28/2011		<input type="checkbox"/>		PAPERLESS NOTICE OF HEARING by U.S. Attorney's Office as to Ever Enrique Medina. PLEASE NOTE: Defendant is not in custody. A writ has not been requested. A come up has not been requested. An interpreter will not be needed. Initial Appearance set for 7/1/2011 11:00 AM in Courtroom 7B, 101 West Lombard Street, Baltimore, Maryland 21201, before Magistrate Judge Stephanie A Gallagher. (Budlow, Paul) (Entered: 06/28/2011)
06/28/2011		<input type="checkbox"/>		Corrected PAPERLESS NOTICE OF HEARING by U.S. Attorney's Office as to Ever Enrique Medina. PLEASE NOTE: Defendant is not in custody. A writ has not been requested. A come up has not been requested. An interpreter for Spanish was requested on 6/28/2011. Initial Appearance set for 7/1/2011 11:00 AM in Courtroom 7B, 101 West Lombard Street, Baltimore, Maryland 21201, before Magistrate Judge Stephanie A Gallagher. (Budlow, Paul) (Entered: 06/28/2011)
07/01/2011	3	<input type="checkbox"/>		Initial Appearance as to Ever Enrique Medina (Defendant informed of Rights.) held on 7/1/2011 before Magistrate Judge Stephanie A Gallagher. (Interpreter: Marta Goldstein) (Court Reporter: FTR Smith) (jas, Deputy Clerk) (jas, Deputy Clerk). (Entered: 07/01/2011)
07/01/2011		<input type="checkbox"/>		Interpreter Marta Goldstein appointed in case as to Ever Enrique Medina (jas, Deputy Clerk) (Entered: 07/01/2011)
07/01/2011	4	<input type="checkbox"/>		CJA 23 Financial Affidavit by Ever Enrique Medina. (hml, Deputy Clerk) (Entered: 07/01/2011)
07/01/2011	5	<input checked="" type="checkbox"/>		ORDER APPOINTING FEDERAL PUBLIC DEFENDER as to Ever Enrique Medina. Signed by Magistrate Judge Stephanie A Gallagher on 7/1/11. (hml, Deputy Clerk) (Entered: 07/01/2011)
07/01/2011	6	<input type="checkbox"/>		ORDER OF DETENTION by Agreement as to Ever Enrique Medina. Signed by Magistrate Judge Stephanie A Gallagher on 7/1/11. (hml, Deputy Clerk) (Entered: 07/01/2011)
07/05/2011		<input type="checkbox"/>		PAPERLESS NOTICE OF HEARING by U.S. Attorney's Office as to Ever Enrique Medina. PLEASE NOTE: Defendant is in custody. A writ has not been requested. A come up was requested on 7/5/2011. An interpreter for Spanish was requested on 7/5/2011. Arraignment set for 7/8/2011 10:00 AM in Courtroom 7B, 101 West Lombard Street, Baltimore, Maryland 21201, before Magistrate Judge Susan K. Gauvey. (Budlow, Paul) (Entered: 07/05/2011)
07/08/2011	7	<input type="checkbox"/>		DOCKETED IN ERROR Arraignment as to Ever Enrique Medina (1) Count 1 held on 7/8/2011, Plea entered by Ever Enrique Medina Not Guilty on count 1, before Magistrate Judge Susan K. Gauvey. (FTR Gold: C. Crawford) (JS/crc, Deputy Clerk) Modified on 7/8/2011 (Entered: 07/08/2011)
07/08/2011	8	<input type="checkbox"/>		Assignment as to Ever Enrique Medina (1) Count 1 held on 7/8/2011, Plea entered by Ever Enrique Medina Not Guilty on count 1, before Magistrate Judge

11. After selecting all documents, scroll to the end of the docket sheet.
12. Before viewing or downloading the documents, make sure that the footer format is set to **<pagenum>** so the program will automatically paginate the combined

document. The appendix pages must be numbered, if you do not use the automatic numbering feature, the pages will have to be numbered manually or using other document preparation software.

13. Make sure **Include full docket sheet** and **Include documents in Appendix** are selected.
14. Select **View Selected** to preview the compiled documents.

Footer format: <pagenum>  
(Numbers, letters, spaces, and <pagenum> only)

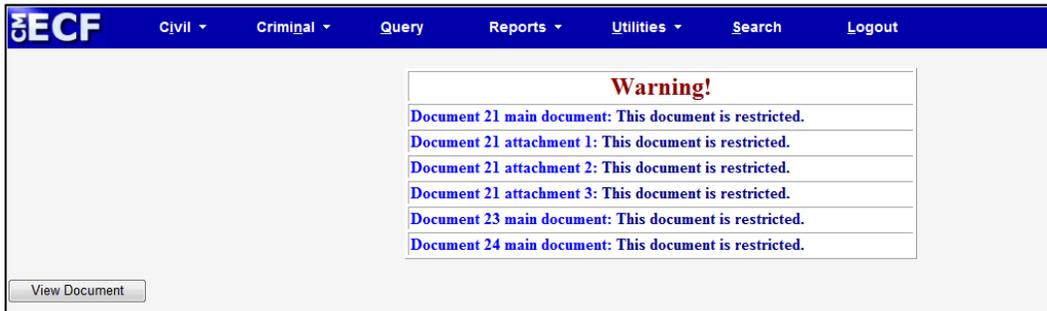
Include full docket sheet     Include documents in Appendix  
 Include abridged docket sheet     Include document hyperlinks in Appendix

**View Selected**

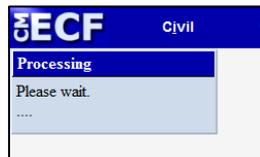
or

Download Selected

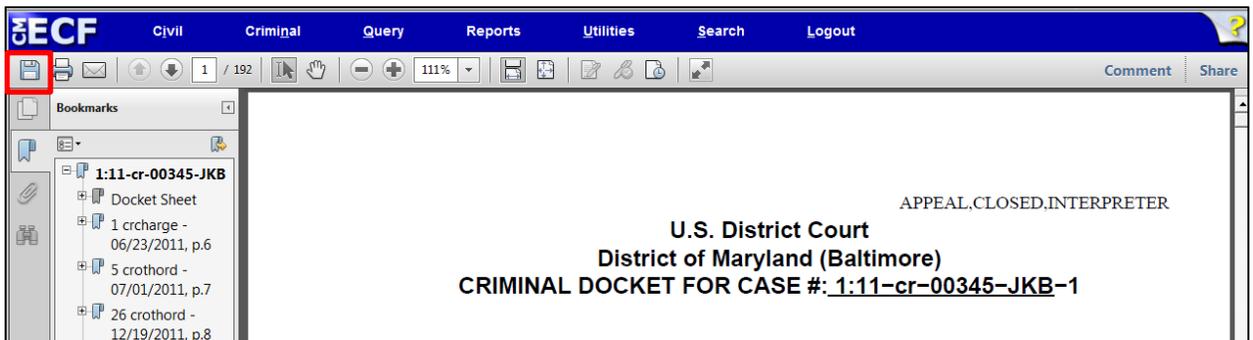
15. If any documents selected are restricted or sealed, a Warning! message will appear. Click back to remove these documents from the appendix. Restricted and sealed documents must be filed in a separate, sealed volume.



16. A Processing message will appear as the document is compiled.



17. The compiled appendix will load.
18. Review the file to ensure all documents are included.
19. Select the save icon to save the appendix to your computer.



20. Name the file appropriately and save it to a location that you will be able to locate easily.
21. The electronic appendix must include a cover page and table of contents. The cover page and table of contents may be uploaded as separate files or combined with the body of the appendix.

- **Filing an electronic appendix in appellate CM/ECF**

1. Login to Appellate CM/ECF.
2. Select **Filing**.
3. Select **File a Document**.
4. Enter the case number.
5. Select **Briefing Documents** from the left column.
6. Select either **JOINT APPENDIX** or **SUPPLEMENTAL APPENDIX** from the right column.
7. Select **Continue**.
8. The event filing screen will open.
9. If you are filing an amended appendix, select the modifier from the drop down.
10. Enter the **Date paper copies mailed, dispatched or delivered to court**.
11. Select the **Method of filing paper copies**.
12. Select the filer(s).
13. Select **Browse** to locate upload the electronic appendix file.
14. Each file may be up to 50MB. If the appendix is larger than 50MB, split the appendix into multiple files. Select **Add Another** to upload additional files.
15. After all appendix files are uploaded, select **Continue**.

16. The *Docket Text* window will appear. If it is correct, select **Continue**. If you need to make corrections, select **Back**.

17. The *Event Review* window will appear, select **Submit** to file the electronic appendix.
18. If the appendix contains sealed material, use **SEALED JOINT APPENDIX (court access)** to file the sealed volume(s). If filing a supplemental appendix containing sealed materials, use **SEALED SUPPLEMENTAL APPENDIX (court access)** to file the sealed supplemental volume(s).
19. Select **Briefing Documents** from the left column.
20. Select **SEALED JOINT APPENDIX (court access)** from the right column.
21. Select **Continue**.
22. The event filing screen will open.
23. Answer all *Additional Information* prompts appropriately.
24. Select the filer(s).
25. Select **Browse** to upload the electronic appendix file.
26. Each file may be up to 50MB. If the sealed appendix is larger than 50MB, split the appendix into multiple files. Select **Add Another** to upload additional files.
27. After all sealed appendix files are uploaded, select **Continue**.

Filing SEALED APPENDIX (electronic & paper form)

Filing Reports Utilities Logout Help

Case 11-4567 US v. John Franklin

CM/ECF Appellate

**Additional Information**  
Select modifier if appropriate:  
[dropdown]

**Additional Information**  
Filed Ex parte?  
N [dropdown]

**Additional Information**  
Method of filing paper copies (4 copies marked sealed):  
courier [dropdown]

**NOTE**  
589i:  
Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Additional Information**  
Date copies mailed, dispatched or delivered to court:  
07/02/2012

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

File	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Franklin, John Wesley	Appellant-Defendant	11-4567	US v. John Franklin
<input type="checkbox"/> US	Appellee-Plaintiff	11-4567	US v. John Franklin

Display All Parties All Cases Select All Clear All

28. The *Docket Text* window will appear. If it is correct, select **Continue**. If you need to make corrections, select **Back**.
29. The *Event Review* window will appear, select **Submit** to file the sealed electronic appendix.

## **Appendix Pagination**

- **Joint** appendix page numbers, including sealed volumes, must start with **JA** or **J.A.** followed by the page number.
- **Supplemental** appendix page numbers, including sealed volumes, must start with **SA** or **S.A.** followed by the page number.
- A space is permitted but not required before the page number: use **JA123**, **JA 123**, **J.A.123**, or **J.A. 123**. Using a space makes citations in the brief two words rather than one. Do not use a space within the prefix: do not use J. A. or S. A.
- Do not insert a dash, colon, or other character between the prefix and the page number: do not use JA-123 or SA:123.
- Leading zeros are permitted but not required as part of the page number.
- A **font size of at least 14 points** must be used to paginate the appendix.
- Page numbers must be inserted in an unused area of the **bottom margin**, preferably near the center. They must not interfere with existing pagination, or they will not be recognized by the Citelinks program.
- Use **continuous pagination** for all volumes of the joint appendix, including sealed volumes.
- Do not use volume numbers in your pagination.
- Do not insert additional pages without renumbering the joint appendix.
- Start page numbering for any **supplemental appendix** at page **1**. Use continuous pagination for all volumes of supplemental appendix. Page numbers for any second supplemental appendix must start where page numbers for the first supplemental appendix ended, even if the first supplemental appendix was filed by a different party.

## **Brief Citations to the Appendix**

- Citations in the briefs should follow the same format used to paginate the appendix: **JA123**, **JA 123**, **J.A.123**, or **J.A. 123**.
- Sealed volumes of the appendix use continuous pagination and are cited in the same manner as unsealed volumes: **JA678**, **JA 678**, **J.A.678**, or **J.A. 678**.
- Do not include volume numbers, line numbers, paragraph numbers, or other sub-organizational indicators.

- Do not insert a dash, colon, or other character between **JA** or **SA** and the page number. Do not use “at” before the page number. Do not use *id.*, *supra*, or *infra* to cite to appendix pages.
- Parentheses or brackets around citations are permitted but not required.
- Leading zeros are permitted but not required as part of the page number. Leading zeros are not required in brief citations even if included in appendix pagination.
- Include all digits when citing consecutive pages: **JA321-322 (not JA321-22)**.
- For non-consecutive pages, use **JA, J.A., SA, or S.A.** before each page number: **JA400, JA423 (not JA 400, 423)**.

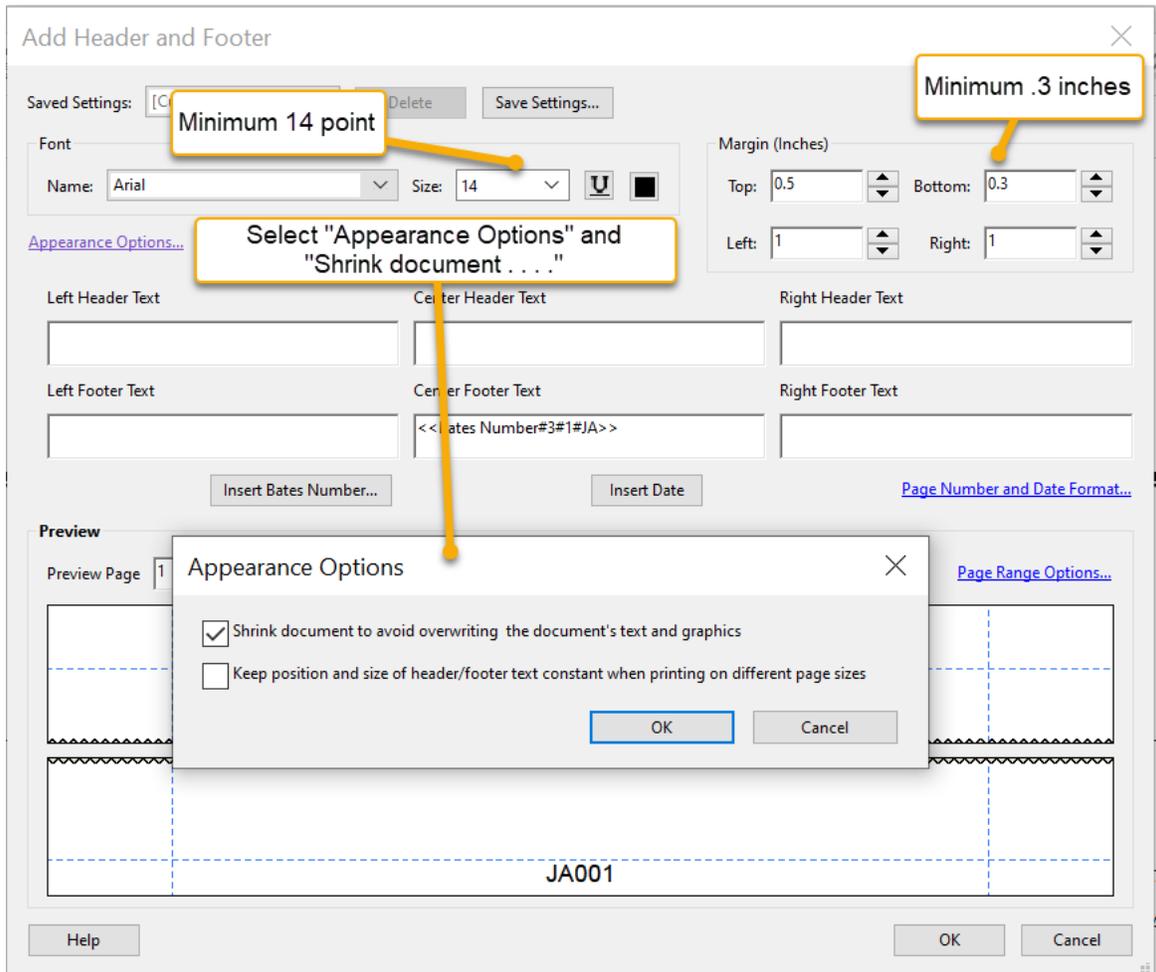
<b>Acceptable Citation Format</b>	
JA123 SA123	Use JA or J.A. for joint appendix.
JA 123 SA 123	Use SA or S.A. for supplemental appendix.
J.A.123 S.A.123	A space between prefix and page number is optional.
J.A. 123 S.A. 123	No characters or letters are permitted between prefix and page number.
(JA123)	Parentheses and brackets are optional.
JA123-125	Repeat all digits when citing consecutive pages.
JA123, JA234	Repeat prefix when citing non-consecutive pages.

### **Bates Numbering Instructions for Adobe Acrobat**

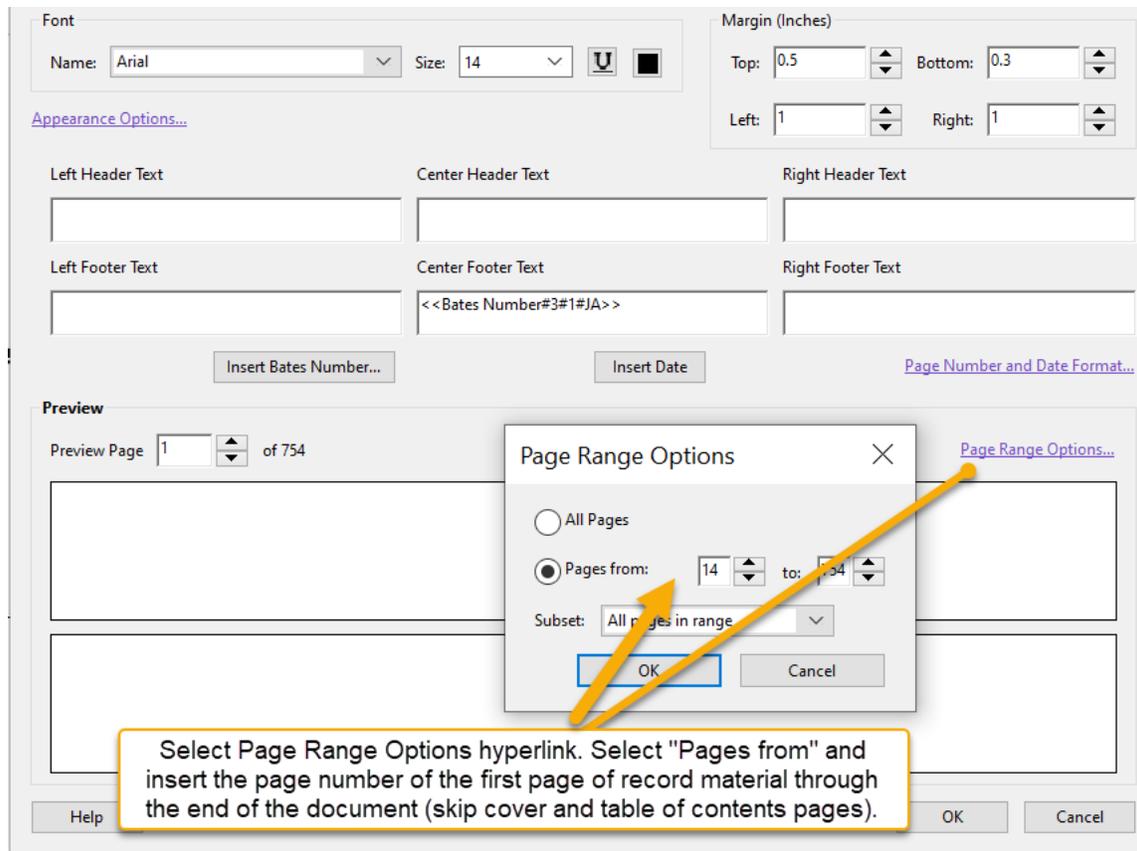
Use the following instructions to add Bates numbers in Adobe Acrobat. Please consult your application user guide if using another program.

1. **Open Volume I** of your appendix in Adobe Acrobat. Identify the first PDF page with record material (exclude cover page and table of contents). Identify a clean area near the center of the bottom margin for insertion of new Bates numbers. Overwriting characters in the bottom margin will prevent recognition of the Bates pagination by the Citelinks program.
2. Select the Adobe **Tools** tab. Then select **Stamp**. At the pop-up menu bar at the top of the screen, select **Bates Numbering**, then select **Add**.
3. Highlight Volume I in the **Add Files** box and select **OK**.
4. The **Add Header and Footer** box will populate. For **Font** select a font size of **at least 14**.

5. Use the **Margin** box to adjust the location of page numbers to avoid existing pagination. Minimum bottom margin for Bates numbering is **.3 inches**.
6. Select the **Appearance Options** hyperlink. Then select **Shrink document to avoid overwriting the document's text and graphics**. Click **OK**. This will slightly shrink the text, allowing more space in the bottom margin for the new pagination.



7. Select the **Page Range Options** hyperlink. The **Page Range Options** box will populate. Select **Pages from:** and insert the page number of the first page of record material through the end of the document. Select **Subset** and select **All pages in range** from dropdown menu. Select **OK**.



8. Click on the **Center Footer Text** box; then select **Insert Bates Number**. The **Bates Numbering Options** box will populate. Select **Number of Digits** and enter number of digits needed. Select **Start Number** and start with page 1 for the first volume of appendix. Select **Prefix** and insert **JA** or **J.A.** Click **OK** in the **Bates Numbering**

**Options** box. Click **OK** again at the bottom of the **Add Header and Footer** box.

Click in the Center Footer Text Box. Then select "Insert Bates Number." In the "Bates Numbering" box, select the "Number of Digits" needed. In the "Start Number" box, enter the starting page for each volume. (Enter 1 for Volume I; if Volume 1 ends at 500, enter 501 as the Start Number for Volume II.). Enter JA or J.A. as the Prefix. Click **OK** in the "Bates Numbering" box. Click **OK** again at the bottom of the "Add Header and Footer" box.

9. **Save** the paginated volume to PDF. Printing to PDF flattens the file and makes the Bates numbers unrecognizable.
10. Follow the same steps for each subsequent volume of appendix. In the **Bates Numbering Options** box, enter the next consecutive page number as the **Start Number** for each subsequent volume. If Volume I ended at page 500, enter 501 as the **Start Number** for Volume II.