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Washington, D. C. 20543

ELECTRONIC SUBMISSION OF BRIEFS ON THE MERITS

Electronic versions of briefs on the merits are to be transmitted to the Clerk of Court and to all counsel of record pursuant to Rules 25.9 and 37.3(a) in accordance with the following guidelines:

1. The **electronic version will be transmitted** to the Clerk and each other party separately represented by a counsel of record at the same time the final printed brief is filed with the Clerk pursuant to Rule 29.
2. Electronic versions of all briefs on the merits must be in **text searchable portable document format** (PDF) compatible with the latest version of Adobe Acrobat with all fonts embedded. Documents must be directly converted from the word-processing format into PDF so as to preserve their searchability.
3. The [name of the brief being transmitted shall appear in the subject line](#) of the e-mail. Brief files shall be named as follows when transmitting to The Clerk:

Case No.	13-0000 (case number)
Brief Type	ts (topside – opening brief of petitioner/appellant); bs (bottom side – answering brief of respondent/appellee); rb (reply brief); tssb (supplemental brief of petitioner/appellant); bssb (supplemental brief of respondent/appellee); ac (<i>amicus</i> brief in support of neither party); tsac (<i>amicus</i> brief in support of petitioner/appellant); bsac (<i>amicus curiae</i> brief in support of respondent/ appellee)
Name of Party or <i>Amicus</i>	Parties' names need not be included unless there are multiple parties on the same side filing separate briefs; if so, the name of the first-named party should be included. <i>Amicus</i> briefs shall include the first-named <i>amicus</i> party.

For example, assuming case No. 13-0000 involves one petitioner, an *amicus* supporting petitioner, an *amicus* supporting neither party, two respondents, and an *amicus* supporting respondents, the **merits briefs would be named as follows:**

- 13-0000 ts.pdf
- 13-0000 tsac NameofAmicusGroup1.pdf
- 13-0000 ac Name of Amicus supporting neither party.pdf
- 13-0000 bs United States.pdf
- 13-0000 bs Vermont.pdf
- 13-0000 bsac Name of Amicus Group 2.pdf
- 13-0000 rb.pdf

4. Briefs are to be e-mailed to the Clerk of Court at meritsbriefs@supremecourt.gov
5. The body of the e-mail shall include a **statement of service** that includes:

- Case No. & title
- Type of document
- Date documents were e-mailed
- Names & e-mail addresses of counsel of record served

6. Any brief being **reprinted** must immediately be brought to the attention of the Merits Assistant, Denise McNerney (202-479-3032). The reprinted brief must be e-mailed following the same procedures as the original document and the word “*reprint*” shall be added to the name of the file at the very end (*e.g.*, 13-0000 ts reprint.pdf).

7. The following information should not be included in either the paper or the electronic version of a filing: Social Security numbers, names of minor children, dates of birth, financial account numbers, and home addresses. Sealed items should not be included in the electronic file.

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