

**DIVISION 5**

**APPELLATE RULES**

**CHAPTER 1**

<b><u>Rule</u></b>	<b><u>Effective</u></b>
500. Briefs Filed in the Appellate Division	07/01/09
501. Number of Copies of Briefs	07/01/09
502. Electronic Recording	07/01/12

**CHAPTER 2**

510. Civil Appellate Brief Electronic Service	05/06/20
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**Division 5**

**Appellate Rules**

**CHAPTER 1**

**Appellate Division of the Superior Court**

**Rule 500. Briefs Filed in the Appellate Division**

Briefs filed in the Appellate Division must not be bound on the left margin. Briefs must be bound at the top with one staple and no tape in the upper left hand corner.

(Approved effective July 1, 2009)

**Rule 501. Number of Copies of Briefs**

An original brief and four copies must be filed in the Appellate Division.

(Approved effective July 1, 2009)

**Rule 502. Electronic Recording**

Pursuant to California Rules of Court rule 8.837(d)(6)(A), 8.869(d)(6)(A), or 8.916(d)(6)(A), a judicial officer may order that the original of an official electronic recording of the court proceedings, or a copy made by the court, be transmitted to the Appellate Division as the record of oral proceedings in a limited civil, misdemeanor or infraction case without being transcribed and in lieu of correcting appellant's proposed statement on appeal. Such order may be made when the judicial officer determines that this procedure would save court time and resources.

This rule shall apply only if the appellant elects a statement on appeal as the record of oral proceedings pursuant to California Rules of Court rule 8.831(b)(4), 8.864(a)(3) or 8.915(a).

*Rule 502 adopted effective July 1, 2012.*

**CHAPTER 2**

**Court of Appeal Proceedings**

**Rule 510: Civil Appellate Brief Electronic Service**

Effective January 1, 2019, the Clerk of Court of the Orange County Superior Court consents to accept electronic service of briefs filed in the Court of Appeal if the brief is required to be served on the trial court pursuant to California Rules of Court, rule 8.212 (civil appeals) and the document is otherwise authorized to be served by mail, express mail, overnight delivery, or fax transmission.

Electronic service of such appellate briefs must be served at [EServiceDCAbriefs@occourts.org](mailto:EServiceDCAbriefs@occourts.org). The subject line of the email must identify the name of the judicial officer to be served and the judge’s department. (For example, “Subject: Judge Nathan Scott Department C-12.”) The text of the email must identify the case name, the trial court case number, the title of the document being served, and the serving party’s name and email address. The briefs attached to the email must be in pdf format and must not exceed 5MB.

The Clerk and Court do not consent to accept electronic service of any other documents, including briefs that must be personally served or that relate to writ petitions. Any emails that do not comply with these rules will be automatically returned to the sender.

*(Revised effective May 6, 2020, effective January 1, 2019.)*