Dear Litigant:

 Attached are the following:

1-A copy of Rule 8.212(c) of the California Rules of Court, the Rule that governs the service and filing of briefs;

2--In case you plan to serve and file your brief in paper form, Clinic-prepared instructions for doing so;

3- In case you plan to serve and file your brief electronically, the Second District Court of Appeal’s pamphlet, *2DCA Formatting Requirements and Guidelines*;

4-A blank form for a proof of service by first-class mail on the trial judge, together with the Judicial Council's instructions for service and filing of documents; this is necessary whether you file your brief electronically or in paper form, because the trial judge must be served, and the L.A. Superior Court cannot be served electronically.

You should do the following:

After you have completed all the final steps in drafting the brief and compiling all its elements, including: the cover; Certificate Of Interested Entities Or Persons (required in appeals other than family law guardianship or conservatorship appeals); tables of contents and authorities; certificate of word count; and proof of service, you should do the following--

A-Double-check the components of your brief against the requirements of Rules 8.204 and 8.208;

B-If you will be filing electronically, convert your brief to a pdf, following the instructions in the Court of Appeal's *Formatting Requirements* pamphlet*,* and being sure to add the Certificate of Interested Entities or Persons (APP-008), page numbers, bookmarks and the proof of service;

C-Serve and file the brief in paper form, following the Clinic-prepared paper-filing instructions referenced in paragraph 2 above, or in electronic form, following the e-filing instructions available through the Second District’s website-- <https://www.courts.ca.gov/2dca-efile.htm> -- and further links within that site.

Congratulations on completing the brief.  We at the Clinic wish you the best of success.

Sincerely,

[AS APPROPRIATE]