“Citation[s] To The...Record”

Rule 8.204(a)(2)(C) requires an Appellant’s Opening Brief (“AOB”) to “[p]rovide a summary of the significant facts limited to matters in the record.” Rule 8.204(a)(1)(C) requires an AOB to “[s]upport any reference to a matter in the record by a citation to the volume and page number of the record where the matter appears,” i.e., to tell the justices who are reviewing your case where to look in your case’s Clerk’s Transcript (“CT”) and/or Reporter’s Transcript (“RT”) for corroboration of what you are saying in your brief.

The following are the conventional ways in which the most common “citation[s] to the volume and page number of the record” are provided:

* The Clerk’s Transcript is cited as “CT”; the volume of the CT being cited appears before the letters CT, with no space, e.g., “1CT”; the page number appears after the letters CT, *with* a space, e.g., “1CT 3”;   
    
  If you are citing a range of pages, the citation will be, e.g., “1CT 3-5”; if you are citing several disconnected pages, the citation will be, e.g., “1CT 3, 5, 9-11”;
* The Reporter’s Transcript is cited as “RT,” and is otherwise cited in the same way as the CT, e.g. “1RT 7,” “2RT 7,” “3RT 5, 21-22”;
* All record citations appear in parentheses, e.g. “(1CT 3)”;
* When citing both the CT and the RT, or when citing more than one volume of either one, the citations to the different transcripts or volumes are separated by a semi-colon, e.g., “(1CT 3; 1RT 3-5)” or “1CT 3; 2CT 273)”;
* If your record citation comes at the end of a sentence (as most do), a period goes at the end of the citation, inside the parentheses, e.g. “(1CT 3.)” or “1CT3; 1RT 27.)” If the citation falls in the middle of a sentence, omit the period at the end of the citation;

A sample page from an AOB, showing how record citations appear in the flow of a brief, is attached to this explanation.

Other citation conventions, applicable to certain less common kinds of records, include the following:

* If an Appendix (essentially, a do-it-yourself CT) is being used instead of a CT, it is cited “AA” for an Appellant’s Appendix, or “RA” for a Respondent’s Appendix, and is otherwise cited in the same way as the CT and RT.
* If it was necessary at some point to augment the record by adding documents to it that were not included in the original record designation, the new documents are cited as “AugCT” or “ACT,” and are otherwise cited in the same way as the CT and RT;
* If it was necessary at some point to obtain the Court of Appeal’s permission to have documents from a different case considered in your appeal, and the permission was granted, the outside-the-normal-record documents are generally cited as “RJN” (Request For Judicial Notice) or “MJN” (Motion For Judicial Notice) and are otherwise cited in the same way as the CT and RT.