

Brief Pagination in Microsoft Word 2003

Follow the steps below to insert page numbers properly in a formal brief.

Note: Electronic and paper versions of formal briefs must have a cover page that complies with [FRAP 32\(2\)](#). Blank, fillable PDF brief cover pages are available at <http://www.ca4.uscourts.gov/FormsNotes.htm>, under Briefs & Appendices.

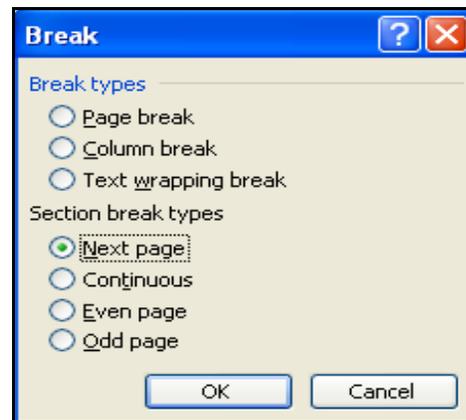
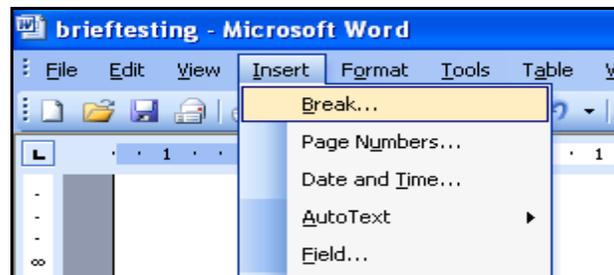
Before Inserting Page Numbers

- Open the file containing the brief.
- Ensure that the file contains:
 - cover page;
 - table of contents;
 - table of authorities;
 - the body of the brief, and;
 - certificate of service.
- The certificate of compliance and, if required, the disclosure statement may be uploaded to CM/ECF as separate files.

Insert Section Breaks

Section breaks must be inserted into a Word document if you want to have different page number sets within one document.

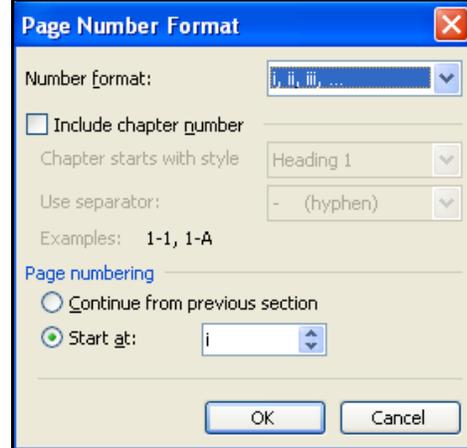
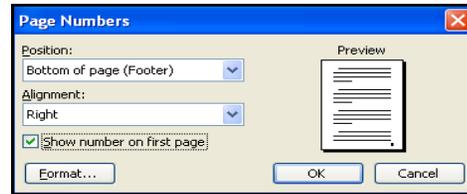
1. Place your cursor after the last word of the cover page.
2. Click **Insert** on the menu bar.
3. Click **Break** on the drop down menu.
4. Under **Section break types**, select **Next Page**.
5. Click **OK**.
6. If there is already a hard page break between the cover page and table of contents, delete it.
7. Place your cursor after the last character of the table of authorities.
8. Follow steps 2 through 5 above to insert a section break between the table of authorities and the body of the brief.
9. If there is already a hard page break between the table of authorities and the body of the brief, delete it.



Brief Pagination in Microsoft Word 2003 - Continued

Insert Roman Numeral Page Numbers for Table of Contents and Table of Authorities

1. Place your cursor anywhere on the table of contents.
2. Click **Insert** on the menu bar.
3. Click **Page Numbers** on the drop down menu.
4. Click the **Format** button.
5. Select “**i, ii, iii, ...**” from the Number format drop down menu.
6. Select **Start at** under Page numbering.
7. Select “**i**”.
8. Click **OK**.
9. Check **Show number of first page** in the Page Numbers box.
10. Click **OK**.



Insert Normal Page Numbers for the Body of the Brief

1. Place your cursor anywhere in the body of the brief.
2. Click **Insert** on the menu bar.
3. Click **Page Numbers** on the drop down menu.
4. Click the **Format** button.
5. Select “**1,2,3, ...**” from the Number format drop down menu.
6. Select **Start at** under Page numbering.
7. Select “**1**”.
8. Click **OK**.
9. Check **Show number of first page** in the Page Numbers box.
10. Click **OK**.

