

Brief Pagination in Microsoft Word

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.

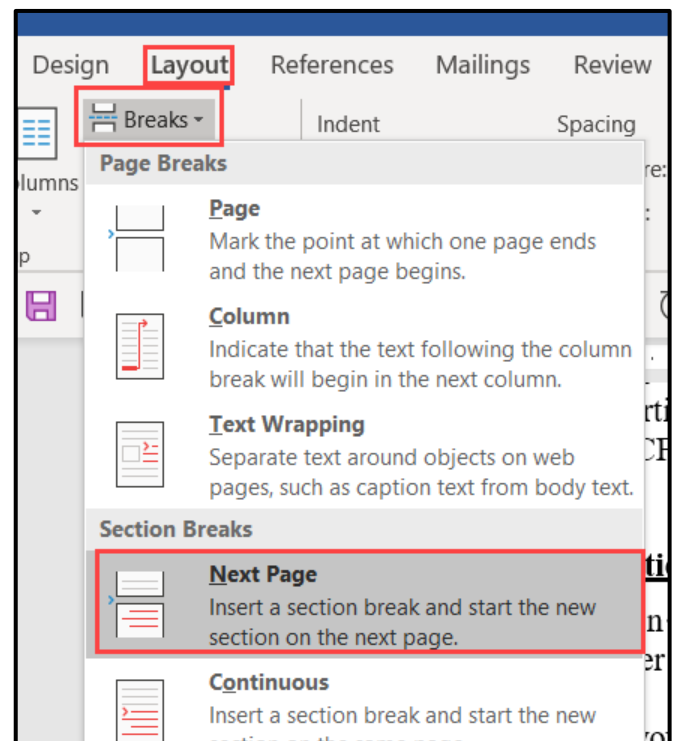
Before Inserting Page Numbers

- 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 file.

Insert Section Breaks

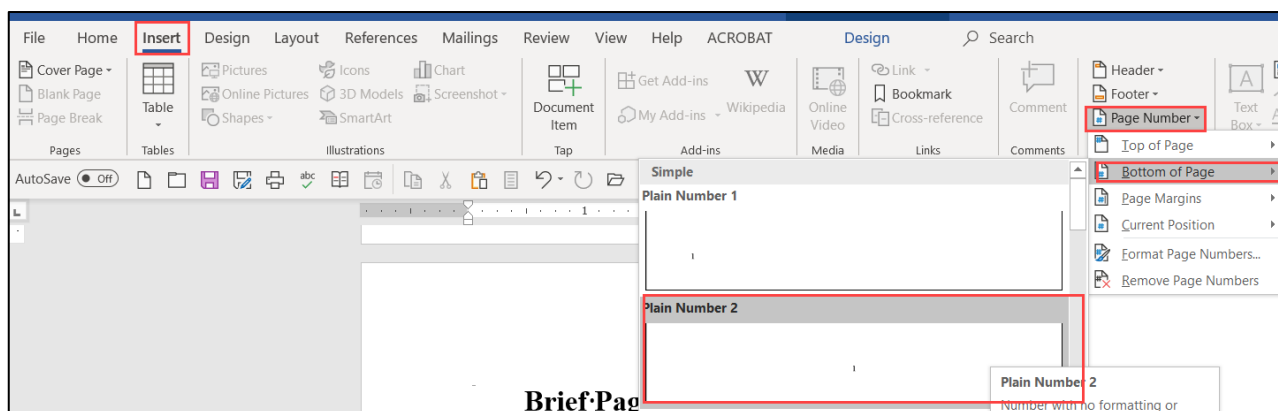
Section breaks must be inserted into a Word document if you want to have different page number sets within one document.

1. Place your cursor after the last word of the cover page.
2. Click the **Layout** tab.
3. Click **Breaks**.
4. Select **Next Page**.
5. If there is already a hard page break between the cover page and table of contents, delete it.
6. Place your cursor after the last character of the table of authorities.
7. Follow steps 2 through 4 above to insert a section break between the table of authorities and the body of the brief.
8. If there is already a hard page break between the table of authorities and the body of the brief, delete it.



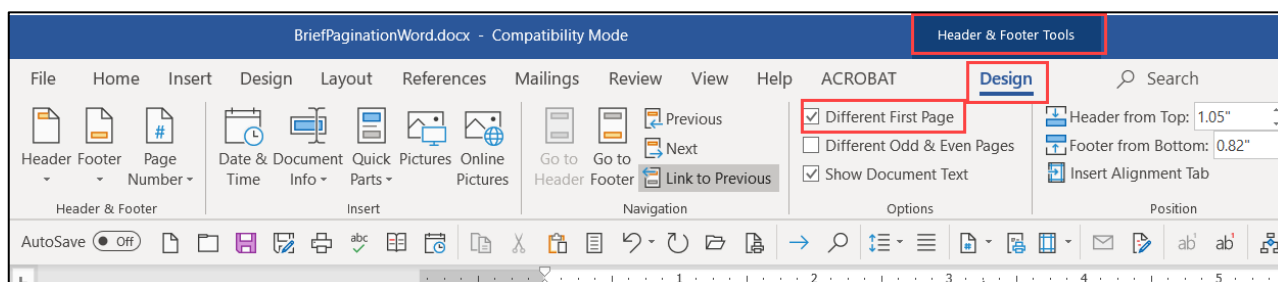
Insert Page Numbers

1. Click the **Insert** tab.
2. Click **Page Number**.
3. Click **Bottom of Page**.
4. Select **Plain Number 2**.
5. The **Header & Footer Tools** ribbon will open automatically.



Remove Page Number from Cover Page

1. Check **Different First Page** on the **Header & Footer Tools** Ribbon.



Format Page Numbers

1. Select the page number at the bottom of the table of contents.
2. Click **Page Number** on the **Header & Footer Tools** Ribbon.
3. Click **Format Page Numbers**.
4. Select “**i, ii, iii, ...**” from the Number format drop down menu.
5. Select **Start at** under Page numbering.
6. Select “**i**”.
7. Click **OK**.
8. Select the page number at the bottom of the first page of the body of the brief.
9. Click **Page Number** on the **Header & Footer Tools** Ribbon.
10. Click **Format Page Numbers**.
11. Select “**1,2,3, ...**” from the Number format drop down menu.

12. Select **Start at** under Page numbering.
13. Select “1”.
14. Click **OK**.

