

OPENING BRIEF INSTRUCTIONS

1. **COVER:** Use the F11 key to move to the next text-fillable field throughout the template. On a condensed keyboard, use the function key plus F11 to move to each field.
2. **DISCLOSURE STATEMENT:** If [4th Cir. R. 26.1](#) requires a disclosure statement, insert the completed [Disclosure Statement](#)(s) immediately after the Cover once you have saved your brief as a PDF document.
3. **TABLE OF CONTENTS:** Update the Table of Contents after drafting your brief to update page numbers. See [Update a table of contents - Microsoft Support](#).
4. **TABLE OF AUTHORITIES:** Mark citations to cases, statutes, and other authorities to build a Table of Authorities, in alphabetical order, with references to the pages in the brief where each authority is cited. See [Create a table of authorities - Microsoft Support](#).
5. Complete the brief sections described below.
 - **JURISDICTIONAL STATEMENT:** Bases for subject-matter and appellate jurisdiction, with relevant facts establishing jurisdiction. Include filing dates establishing timeliness of appeal and either an assertion that the appeal is from a final order or information establishing appellate jurisdiction on some other basis. [Fed. R. App. P. 28\(a\)\(4\)](#).
 - **STATEMENT OF ISSUES:** Statement of the issues presented for review. [Fed. R. App. P. 28\(a\)\(5\)](#).
 - **STATEMENT OF CASE:** A concise statement of the case setting out the facts relevant to the issues submitted for review, describing the relevant procedural history, and identifying the rulings presented for review, with appropriate references to the joint appendix. [Fed. R. App. P. 28\(a\)\(6\)](#). This section must include a narrative statement of all of the facts necessary to reach the conclusion sought with supporting references to the appendix pages supporting each of the facts stated. [4th Cir. R. 28\(f\)](#). See [Fourth Circuit Appendix Pagination & Brief Citation Guide](#) for required format of citations to the joint appendix.
 - **SUMMARY OF ARGUMENT:** A summary of the argument, which must contain a succinct, clear, and accurate statement of the arguments made in the body of the brief, and which must not merely repeat the argument headings. [Fed. R. App. P. 28\(a\)\(7\)](#).
 - **ARGUMENT:** The argument, which must contain (i) appellant's contentions and the reasons for them, with citations to supporting authorities and the joint appendix; and (ii) for each issue, a concise statement of the applicable standard of review (which may appear in the discussion of the issue or under a separate heading placed before the discussion of the issues. [Fed. R. App. P. 28\(a\)\(8\)](#).
 - **CONCLUSION:** A short conclusion stating the precise relief sought. [Fed. R. App. P. 28\(a\)\(9\)](#).
 - **STATEMENT REGARDING ORAL ARGUMENT:** If oral argument is requested, a statement setting forth the reasons why oral argument should be heard. [4th Cir. R. 34\(a\)](#). Delete entire section heading if oral argument is not requested.
6. **CERTIFICATE OF COMPLIANCE WITH TYPE-VOLUME LIMIT:** Insert completed [Certificate of Compliance with Type-Volume Limit](#) form after final page of brief after saving brief as a PDF document.
7. **CERTIFICATE OF SERVICE:** If a certificate of service is required by [Fed. R. App. P. 25\(d\)\(1\)](#), insert completed [Certificate of Service](#) form after Certificate of Compliance with Type-Volume Limit.