

## REPLY 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. **TABLE OF CONTENTS:** Update the Table of Contents after finalizing your brief to update page numbers. See [Update a table of contents - Microsoft Support](#).
3. **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](#).
4. **ARGUMENT:** Your contentions replying to the arguments in the response brief.
5. **CERTIFICATE OF COMPLIANCE WITH TYPE-VOLUME LIMIT:** Insert completed [Certificate of Compliance with Type-Volume Limit](#) form after final page of brief once you have saved your brief as a PDF document.
6. **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 in the PDF version of your brief.