

## RESPONSE 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.
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  - **JURISDICTIONAL STATEMENT:** Delete entire section heading if you are satisfied with appellant's statement.
  - **STATEMENT OF ISSUES:** Delete entire section heading if you are satisfied with appellant's statement.
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  - **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 your contentions and the reasons for them, with citations to supporting authorities and the joint appendix. Unless you are satisfied with appellant's statement of the standard of review, this section must also contain 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\(a\)\(8\)](#).
  - **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.
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