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The Fourth Appellate District, Division Three requests the electronic transmission of appellate briefs and documents. This program assists the Court and parties to process cases more efficiently and furthers the development and implementation of improved document management technologies.

I. Parties should transmit one or more of the following and use the corresponding identifier:

- a. Appellant's Opening Brief identifier: AOB
- b. Respondent's Brief identifier: RB
- c. Appellant's Reply Brief identifier: ARB
- d. Reporter's Transcript identifier: RT
- e. Clerk's Transcript identifier CT
- f. Appendix identifiers: AA, RA, ARA or JA
- g. Petition for Rehearing identifier: PR
- h. Answer to Petition for Rehearing identifier: APR
- i. Amicus Curiae Brief identifier: AC
- j. Answer to Amicus Curiae Brief identifier: ACA
- k. Any other part of the appellate record: use similar type identifier

II. Briefs or documents submitted electronically are not a substitute for, but in addition to, the required paper filings, which constitute the official Court record.

III. Time and Form of Filing

By submitting the brief or document electronically the filer certifies that:

- a. All reasonable steps have been taken to ensure that the copy does not contain computer code, including viruses, that might be harmful to the court's electronic filing system and to other users of that system.
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- c. The attachment is transmitted within two weeks of its paper counterpart being filed with the court and is copied to the other parties to the appeal.
- d. The subject line of the e-mail includes the appellate case number and name.
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- f. The electronic brief or document is **e-mailed to 4d3ebrief@jud.ca.gov** and copied to all other parties in the case. The sent e-mail may be used as confirmation.