

**SUPERIOR COURT OF NEW JERSEY  
APPELLATE DIVISION**

**RICHARD J. HUGHES JUSTICE COMPLEX**  
P.O. Box 006, Trenton, New Jersey 08625-0006  
(609) 815-2950

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**ELLEN WRY**  
DIRECTOR, CENTRAL RESEARCH

**MARIE C. HANLEY**  
CHIEF COUNSEL

Date: March 1, 2018

Your brief/appendix, received 01/31/2018, has been reviewed and is deficient in several aspects. For the brief/appendix to be filed, the following noted deficiencies must be corrected within 15 days or the appeal may be subject to dismissal.

- The brief cover must contain the full caption, trial court/agency information including name of court or agency or officer below, judge, the appellate docket number, and complete attorney information (address, email, and attorney ID number). R.2:6-6(a)
- A Table of Contents for the brief that includes the point headings to be argued. **The appellant shall include in parentheses next to the point heading the place in the record where the opinion or ruling in question is located or if the issue was not raised below a statement indicating that the issue was not raised below.** R.2:6-2(a)(1)
- Multiple volumes of transcripts shall be numbered sequentially by chronology, e.g., 1T, 2T etc. Appellant's procedural history should include a list in a footnote with the date of each volume and its numbered designation. R.2:6-8

**NOTE:** The Notice of Appeal indicates that "there is no verbatim record for the transcript"; however, reference to a 9/15 transcript is noted in the Index to Transcripts. Counsel must provide the transcript along with a CD-ROM as indicated in R.2:5-3. The Transcript may not be part of the appendix and must be removed.

- Separate legal argument(s) divided under appropriate point headings into separate parts for each point to be argued. The argument(s) should be supported by citing cases, statutes, rules and other authorities. **Following each point heading, the place in the record where the opinion or ruling in question is located, or a statement that the issue was not raised below, must be included in parentheses.** R.2:6-2(a)(5) and R.2:6-2(a)(6)
  
- Briefs submitted to the trial court shall not be included in the appendix. (Trial court briefs are allowed under limited circumstances only and the reason shall be noted.) R.2:6-1(a)(2)
  
- The appendix contains documents with confidential personal identifiers that have not been removed. Please resubmit the appendix with the personal identifiers redacted. R.1:38-7
  
- The appendix contains documents per R.1:38-3 that are required to be excluded from public access. These documents must be removed from the appendix and submitted in a separate appendix marked as confidential. R.2:6-1(a)(3)
  
- The brief and appendix that you have submitted is not OCR recognizable (optical character recognition or text searchable), which is a requirement of using eFiling. (see the July 6, 2015 Notice to the Bar.) You must refile your brief in the correct format, which is OCR recognition (on your scanner), or create as a word document and save as a PDF. If you have any questions, please call the eTeam at 609-815-2950, Ext. 5-2590.
  
- The stenographic transcript shall be excluded from the appendix and filed separately. R.2:6-1(a)(1)
  
- All responding briefs are due 30 days from the receipt of the brief corrections.

For edata appeals, you must upload an amended brief/appendix within 15 days. Then, you will be advised through an edata communication, that your brief has been approved and when to send the copies. If you have any questions, please contact IWONA VARGAS, pronounced Evana, Case Manager, at (609-815-2950 x 52656)

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