

## Step 5: Reply Brief

- 1. Purpose:** The Reply Brief is your chance to respond to the arguments made in the Answer Brief. **You may not raise new issues in this Brief.** Filing a Reply Brief is optional.
- 2. Deadline:** The Brief is due within 21 days after the Answer Brief is filed. If an Answer Brief is not filed, then you may not file a Reply Brief.
- 3. Formatting:** Follow the formatting guidelines in [Colorado Appellate Rule \(C.A.R.\) 32](#), including:
  - Use 14-point font and double line spacing.
  - Add page numbers.
  - Bookman, Garamond, or Times New Roman font.
  - Writing or Printing on only one side of the page.
  - Page margins - 1.5” at the top; 1” on the sides and at the bottom.
- 4. Writing Your Brief:** You may use the following [Reply Brief Outline](#).

### Case Caption (1<sup>st</sup> Page)

- Fill in the trial court county and case number.
- Enter your name as the Defendant-Appellant.
- Enter your name and contact information in the “Filing Party Name” box.
- Enter the Court of Appeals case number.

### Certificate of Compliance

State how many words or pages are in your Reply Brief.

- Typed - Your Brief may not contain more than 5,700 words.
- Written - Your Brief may not be more than 18 pages.

### Body of the Form

Include the following sections in your Reply Brief (Read [C.A.R. 28](#) for more information):

- **Table of Contents:** List the required sections of the Reply Brief. Then include the page number where that section starts. The required sections are:
  1. Table of Authorities
  - and
  2. Argument.

- **Table of Authorities:** This section lists the law you referenced in your Brief. Include the page number(s) where that law is cited.
  - List court cases in alphabetical order.
  - List statutes and rules in numerical order.
- **Argument:** Counter the arguments raised in the Answer Brief. Cite to the law that supports your argument. Mention facts from your case that support your argument. Include a cite to the Record on Appeal with any facts.

### Certificate of Service

You must send a copy of your Reply Brief to the Attorney General.

- Enter the date you sent the copy.
- Check if the copy was mailed or hand-delivered.

- 5. Filing:** File the Brief in the Court of Appeals. You may file in-person or by mail. If you are in prison, the document needs to be placed in the prison mailing system by the due date. If you are not in prison, the Court must receive the document by the deadline.

Colorado Court of Appeals  
2 East 14<sup>th</sup> Avenue  
Denver, CO 80203

Do **NOT** file a copy of the Reply Brief with the District Court.

- 6. Be Sure to Read:** Colorado Appellate Rule (C.A.R.) [28](#), [31](#), and [32](#). You may view these and other court rules at:

<http://www.lexisnexis.com/hottopics/colorado/>

### Appeal Steps:

- Step 1: Notice of Appeal - Start of the appeal.
- Step 2: Designation of Record - Packing list of documents.
- Step 3: Record on Appeal - Case file, exhibits and transcripts.
- Step 4: Opening Brief - Written arguments for the appeal.
- Step 5: Answer Brief - Written response to the appeal.

**Step 6: Reply Brief - Written response to the Answer Brief.**

**Step 7: Opinion - The Court of Appeals' decision.**

### You Have Finished the Appeals Process

The Court of Appeals will mail you a copy of its decision.