

Step 4: Reply Brief

1. **Purpose:** This is your opportunity as the Petitioner to counter the arguments that the Respondent made in the Answer Brief. **You may not raise new issues in the Reply Brief.** Filing a Reply Brief is optional.
2. **Deadline:** The Reply Brief is due 7 days after the Answer Brief is filed. If an Answer Brief was not filed, then you may not file a Reply Brief.
3. **Formatting:** Please use a 14-point font size, double line spacing, Bookman, Garamond, or Times New Roman font, and only print on one side of the page.
4. **Writing your Brief:** You may use the following [Reply Brief Outline](#).

Case Caption (1st Page)

- a. Fill in the docket number used by ICAO.
- b. Enter your name as the Petitioner.
- c. Enter the names of the Respondents.
- d. Enter your name and contact information in the “Filing Party” box.
- e. Enter the “Court of Appeals Case Number.”

Certificate of Compliance

State how many words are in your Reply Brief. Your Brief may not be more than 5,700 words, or 18 pages if you hand write the document.

Body of the Form

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

- a. **Discussion:** This is your opportunity to counter the arguments raised in the Answer Brief. Cite to any law or to facts in the Record on Appeal to support your argument.
- b. Sign and date your Reply Brief.

Certificate of Service

Certify the date that you sent the Reply Brief and check how service was made (by mail or in person). Enter the addresses you used. Sign this page.

5. **Filing:** You must file the Reply Brief in the Court of Appeals. You may file in person or by mail. The Reply Brief must be received by the Court by the deadline.

Colorado Court of Appeals
2 East 14th Avenue
Denver, CO 80203

6. Service: Unlike at the agency level, you must send a copy of the Reply Brief to each party's attorney or directly to the party if they do not have an attorney. You will send a copy to:

1. The Colorado Attorney General
2. The Industrial Claim Appeals Office
3. Each Respondent in the case.

7. Legal Research: You should do research to understand the law cited in the Answer Brief.

a. Statutes & Rules: To read the Colorado statutes and rules online, visit:

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

b. Case Law: To read and search Colorado cases online, visit:

www.scholar.google.com

c. Regulations: To read and search agency regulations online, visit:

www.sos.state.co.us/CCR

8. Be Sure to Read: Colorado Appellate Rules (C.A.R.) 28, 31, and 32. Colorado Revised Statutes (C.R.S.) C.R.S. 8-74-107 (unemployment) and C.R.S. 8-43-308 (workers compensation). And Volume 7 of the Colorado Code of Regulations (CCR), [1101-2 \(unemployment\)](#) and [1101-3 \(workers compensation\)](#).

Appeal Steps:

- Step 1:** Notice of Appeal - Start of the appeal.
Step 2: Opening Brief - Written arguments for the appeal.
Step 3: Answer Brief - Written response to the appeal.
Step 4: **Reply Brief - Written response to the Answer Brief.**
Step 5: Opinion - The Court of Appeals' decision.

Next Step After Filing:

The Court of Appeals will issue its decision by mail in 2 to 4 months.