

**Bookmarking Appendices
in the Second District Court of Appeal**

The Second District's Administrative Order 2013-2 requires bookmarking of appendices accompanying briefs, motions, and petitions.

Appendices should be submitted with the brief, motion, or petition under the portal's option to add an appendix and should not be incorporated into the same document as the principal submission.

If appendices or exhibits are lettered or numbered, the appendix should commence with an index identifying the type of document and how the preparer has chosen to mark them--either a, b, c et seq. or 1, 2, 3 et seq. The Adobe pane then may simply reflect these identifiers that will lead the reader to the document.

If the brief, motion, or petition does not reference documents by letter or number, the name of the documents in the appendix should be reflected in the Adobe bookmarking pane.

While not required, the court's preference is that the preparer assign identifying letters or numbers to the documents, refer to them thus in the body of the principal submission, provide at the outset of the appendix an index to them, and include in the Adobe pane both the name of the document and the corresponding letter or number assigned to it.

If an appendix includes only one document, regardless of size, bookmarking is not required.

All documents submitted as appendices shall be transmitted in one filing that does not exceed the portal's capacity of 50MB. A series of appendices to a brief, motion, or petition submitted as separate .pdf documents will be accepted only if the filing must be separated to keep each submission within the portal's capacity, which must be accomplished with submission of the minimum number of separate .pdf documents that do not exceed the portal's capacity.

-Mary Elizabeth Kuenzel, Clerk, 2d DCA