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FREQUENTLY ASKED QUESTIONS

August 2007

Following are answers to commonly asked questions regarding document preparation:

1. Follow Rule 14.1(i) when putting an appendix to a Petition for Certiorari in order. Then simply copy the original documents, sending them by e-mail, overnight delivery or fax for us to typeset.
2. Common ways for numbering the appendix are: App. 1, App. 2 or 1a, 2a. After misspellings in the appendix, many attorneys add [sic] to indicate that is how it appeared in the original.
3. Because our clients create their Table of Contents and Authorities uniquely, you will need to generate the Tables, listing the cases and cites, statutes and other authorities. We will add the correct page numbers for you.
4. For information concerning composition of the cover, refer to Rule 34.
5. Your proofs will be sent to you via e-mail or fax. After proofreading the copy and answering the proofreaders' questions, simply call in your changes.
6. We produce 35 pages of proofs in one day and print 50 copies of 50 pages in one day if corrections are received by 9:30 a.m. CST the day you want your document printed, at regular cost. More pages and/or more copies can be processed in one day at an additional charge.
7. A filing fee is required on a Petition for Writ of Certiorari. Make a check payable to the Clerk of the U.S. Supreme Court for \$300 or we can put it on a credit card. We will file it with the Clerk's office along with the required 40 copies for filing.
8. We prepare the notarized affidavit of service and word count certification.* Simply give us a listing of the opposing counsel's name, address, phone number, and who they represent, and we will file it with the Clerk.
9. We require a down payment on each job. On Pro Se cases, we require full payment before filing. We will provide an estimate on any job where a down payment is involved.

*Please note, camera-ready documents will need to include their own word certification.