

Rule 210. Briefs

(1) *Form.* Briefs or memoranda of law shall be typewritten, printed or otherwise duplicated, and endorsed with the name of the case, the court term and number, and the name, address, and electronic mail address of the attorney or the party if not represented by an attorney. Briefs and memoranda of law shall contain concise and summary statements, separately and distinctly titled, or the following items in the order listed:

(a) Matter before the Court: State the particular pleading (motion, petition, objection, exception, application, etc.) before the court for disposition, and the particular relief requested therein.

(b) Statement of question(s) involved: State the issue(s) in question form containing factual context sufficient to present the praecipe matter to be decided by the Court, each susceptible of a yes or no answer, each followed by the answer desired or advocated.

(c) Facts: State the operative facts.

(d) Arguments: State the reason(s) why the court should answer the questions involved as proposed, including citations of the authorities relied on. An authority shall not be cited for general reference but in all cases shall be immediately preceded or followed by its relevant holding or particular proposition for which it stands.

(e) Relief: State the specific action(s) requested of the court.