

**Supreme Court of the State of New York
Appellate Division: Second Judicial Department**

COMPLETING A CERTIFICATE OF COMPLIANCE

Section 670.10.3(f) of the rules of the court (effective January 1, 2004), requires that all briefs, except those that are handwritten, have at the end thereof a certificate of compliance attesting that the formatting of the brief complies with the court's rules. The certificate may be single spaced and need not be signed. The following examples, when properly completed with the requisite information, will satisfy the rule. *Do not attach this document to a brief! The text of the appropriate certificate should be included as a part of the brief at its end.*

Typewritten Brief

The foregoing brief was prepared on a typewriter. The size of the type is pica and the pitch of the type is 10 characters per inch.

Computer-generated Brief – Proportionally Spaced Typeface

The foregoing brief was prepared on a computer (on a word processor). A proportionally spaced typeface was used, as follows:

Name of typeface: _____
Point size: _____
Line spacing: _____

The total number of words in the brief, inclusive of point headings and footnotes and exclusive of pages containing the table of contents, table of citations, proof of service, certificate of compliance, or any authorized addendum containing statutes, rules, regulations, etc., is _____.

Computer-generated Brief – Monospaced Typeface

The foregoing brief was prepared on a computer (on a word processor). A monospaced typeface was used, as follows:

Name of typeface: _____
Point size: _____
Line spacing: _____

The total number of words in the brief, inclusive of point headings and footnotes and exclusive of pages containing the table of contents, table of citations, proof of service, certificate of compliance, or any authorized addendum containing statutes, rules, regulations, etc., is _____.

Completed Example – 14-Point Proportionally Spaced Typeface

CERTIFICATE OF COMPLIANCE PURSUANT TO 22 NYCRR § 670.10.3(f)

The foregoing brief was prepared on a computer. A proportionally spaced typeface was used, as follows:

Name of typeface: Times New Roman

Point size: 14

Line spacing: Double

The total number of words in the brief, inclusive of point headings and footnotes and exclusive of pages containing the table of contents, table of citations, proof of service, certificate of compliance, or any authorized addendum containing statutes, rules, regulations, etc., is 12,345.

Completed Example - 12-Point Monospaced Typeface

CERTIFICATE OF COMPLIANCE PURSUANT TO 22 NYCRR § 670.10.3(f)

The foregoing brief was prepared on a computer. A monospaced typeface was used, as follows:

Name of typeface: Courier

Point size: 12

Line spacing: Double

The total number of words in the brief, inclusive of point headings and footnotes and exclusive of pages containing the table of contents, table of citations, proof of service, certificate of compliance, or any authorized addendum containing statutes, rules, regulations, etc., is 12,345.