

## Instructions: Reply Brief in Support of Motion

These forms were prepared by the Justice & Diversity Center, a nonprofit organization, and are not official court forms.

### Checklist

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This packet provides a general form for a reply brief in support of a motion that you filed. **This packet is also available in a fillable pdf version on the Court's website at [www.cand.uscourts.gov/Legal-Help-Center-Templates](http://www.cand.uscourts.gov/Legal-Help-Center-Templates).** This packet includes the following forms:

- **Reply Brief**
- **Certificate of Service**

### General Instructions

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- A. This packet can be used in the Northern District Court of California to file a Reply Brief in Support of Motion. If you filed a motion, you can file a reply brief to respond to the other side's arguments against your motion. In your reply brief, you should focus on **responding** to the arguments raised by the other side. Do not just repeat the arguments that you raised in your motion. Do NOT bring up new arguments.
- B. Check the date that your reply brief is due. Typically reply briefs must be filed and served **7 days** after the opposition is due (not the date that you receive the opposition).
- C. **Fill out the included forms completely.** Suggestions and instructions are provided [*in brackets and/or italics that look like this*] to help you. **Be sure to sign and date the form.**
- D. Make sure that **one copy of the Reply Brief and the Certificate of Service is served on the opposing party** in one of the ways listed on the Certificate of Service. Then, mail or hand-deliver **the original plus two copies of the forms to the Clerk's Office** at the court to which your case is assigned. The Clerk will take the original and one copy. The other copy is for you to keep after it is stamped by the Clerk. If you file by mail, include a self-addressed, stamped envelope so that the Clerk can send a copy back to you.
- E. You must tell the Clerk right away if your mailing address changes. If the Court is unable to contact you, you may miss important deadlines, causing you to lose your case.

### More Information

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This packet does NOT tell you everything you need to know about filing a reply brief. **Before you file your reply brief,** we recommend that you:

- If your case is in the San Francisco/Oakland federal courthouse, make an appointment with the **Legal Help Center** for free legal information and advice by calling 415-782-8982 OR sign up at 450 Golden Gate Ave., S.F., 15<sup>th</sup> Floor, Room 2796 OR 1301 Clay Street, Oakland, 4<sup>th</sup> Floor, Room 470S. If your case is in San Jose, make an appointment with the **Federal Pro Se Program** by calling (408) 297-1480 OR by signing up at 280 South First Street, S.J., Room 2070.
- Read Chapter 11 of the **Handbook for Pro Se Litigants** for an explanation of what an opposition is and how to write one, available at the Clerk's Office or [www.cand.uscourts.gov/prosehandbook](http://www.cand.uscourts.gov/prosehandbook).

1 Your Name: \_\_\_\_\_  
2 Address: \_\_\_\_\_  
3 Phone Number: \_\_\_\_\_  
4 Fax Number: \_\_\_\_\_  
5 E-mail Address: \_\_\_\_\_  
6 Pro Se *[Select one: Plaintiff or Defendant]*

8 United States District Court  
9 Northern District of California

10 *[Select one location: San Francisco / Oakland / San Jose / Eureka]*

12	_____
13	_____
14	Plaintiff(s),
15	vs.
16	_____
17	_____
18	_____
19	_____
20	_____
21	Defendant(s).
22	_____

Case Number: \_\_\_\_\_

**[PLAINTIFF'S/DEFENDANT'S]**  
**REPLY BRIEF IN SUPPORT OF**  
**MOTION** *[insert name of motion]*

\_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

COURTROOM: \_\_\_\_\_

JUDGE: Hon. \_\_\_\_\_

23 I, *[state if you are plaintiff or defendant and your full name]* \_\_\_\_\_

24 \_\_\_\_\_ respectfully submit this Reply Brief in  
25 support of motion *[insert name of motion]* \_\_\_\_\_.

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Reply Brief iso of Motion \_\_\_\_\_; Case No. \_\_\_\_\_

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II. CONCLUSION [*very briefly state what you want the court to do with the motion*]

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Date: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Reply Brief iso of Motion \_\_\_\_\_; Case No. \_\_\_\_\_

**CERTIFICATE OF SERVICE**

1 \*Use this form to show that a paper or document (other than a complaint) was served (sent or  
2 delivered) to an opposing party in accordance with Federal Rule of Civil Procedure 5.  
3 A different form is needed to serve a complaint under Federal Rule of Civil Procedure 4.\*

4 **Case name:** \_\_\_\_\_

5 **Case number:** \_\_\_\_\_

6 **What document was served?** (Write the full name or title of the document or documents, e.g.,  
7 "Plaintiff's Opposition to Defendant's Motion for Summary Judgment.")

8 Title(s): \_\_\_\_\_

9  
10 **How was the document served?** (Check one.)

- 11  Placed in U. S. Mail  
12  Sent by fax  
13  Hand-delivered  
14  Sent by delivery service (e.g., FedEx or UPS)

15 **To whom was the document sent?** (Write the full name, address, and fax number of everyone  
16 who was sent the document. Usually, they will be the lawyers for the opposing parties.)

17 \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

21 **When were the documents served?** (When were they mailed, faxed, or delivered?)

22 Date: \_\_\_\_\_

23 **Who served the documents?** (Whoever puts it into the mail, faxes, hand-deliveres, or sends by  
24 delivery service should print his/her name, address and sign. You can also do this yourself.)

25 I declare under penalty of perjury under the laws of the United States of America that the  
26 information in this certificate of service is true and correct.

27 Signature: \_\_\_\_\_

28 Printed name: \_\_\_\_\_

Address: \_\_\_\_\_