**COMMONWEALTH OF MASSACHUSETTS**

**APPEALS COURT**

**Docket Number: {{ docket\_number }}**

**{{ users[0] }}**

**vs.**

**{{ other\_parties[0] }}**

**On Appeal From {{ trial\_court }}**

**Informal Reply Brief of {{ users[0] }}**

Date: {{ users[0].signature\_date }}

[Your name]: {{ users[0] }}

[Your pronouns (optional)]: {{ users[0].pronouns }}

[Your address]: {{ users[0].address.on\_one\_line }}

[Your phone number]: {{ users[0].phone\_number }}

[Your email address]: {{users[0].email }}

**Page limit: Please note the maximum page limit for filing an informal reply brief using this form is fifteen (15) pages of double-spaced text in Courier, Courier New, or any other monospaced font, no smaller than 12-point (This form is in Courier New 12 point). Page 1 begins on this first page.**

# Argument

{{ appeal\_reply\_arguments[i].reason }}

{{ appeal\_reply\_arguments[i].legal\_citation }}

{{ appeal\_reply\_arguments[i].fact\_reference }}

[The purpose of a reply brief is to respond to arguments raised by the appellee in their brief, not to repeat arguments already made in your original brief. You may respond to specific arguments made in the appellee brief, supporting your response(s) with citations to legal authorities such as case decisions (preferably from Massachusetts), statutes, regulations, court rules, constitutional provisions, or other authorities. Any facts you discuss must be followed by a reference to the page(s) in the record appendix, supplemental appendix, or transcript(s) where the fact(s) appear(s). You may not discuss new facts or make new arguments, because the other side will not have a chance to respond. **The rules for confidential and impounded information that apply to all briefs, including informal appellant and appellee briefs, also apply to this informal reply brief**.]

**CONCLUSION/RELIEF REQUESTED**

{{ appeal\_reply\_conclusion }}

[A statement of what you are asking the Appeals Court to do (for example, affirm the judgment).]

Respectfully submitted,

/s/ {{ users[0].signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print your name]: {{ users[0] }}

[Your pronouns (optional)]: {{ users[0].pronouns }}

[Your address]: {{ users[0].address.on\_one\_line }}

[Your phone number]: {{ users[0].phone\_number }}

[Your email address]: {{users[0].email }}

Date: {{ users[0].signature\_date }}

**This page counts as the last page of your informal reply brief, which may not exceed 15 pages.**

# Certificate of Service

I certify that on {{ users[0].signature\_date }} I served a complete copy of this Informal Reply Brief on all parties, by sending it to the person(s) listed below using the email address(es) or physical mailing address(es) shown:

Name of other party or parties or their lawyer(s) who you served:

{{ other\_parties[0] }}

The email or physical mailing address(es) you sent the document to:

{{ other\_parties[0].address.on\_one\_line }}

{{ other\_parties[0].email }}

/s/ {{ users[0].signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your name]: {{ users[0] }}

[Your address]: {{ users[0].address.on\_one\_line }}

[Your phone number]: {{ users[0].phone\_number }}

[Your email address]: {{users[0].email }}

Date: {{ users[0].signature\_date }}

***All papers filed in the Appeals Court must be sent to all other parties to the case, or their attorney(s), and be filed along with a Certificate of Service stating that you completed this step. This is called "service," and can be done by email or regular mail. If the Certificate of Service is not completed, this filing will not be accepted. If you do not serve the other party or parties before filing documents in the Appeals Court, the filing may be struck and, if you are an appellant, the appeal may be dismissed.***

**FILING**

You can file this brief electronically with the Appeals Court by converting and saving this Word document to a PDF. To save as a PDF, please go to "File" and select "Save as Adobe PDF." Then, enter the appropriate file name for the PDF (e.g., Informal Appellant Brief) and select the folder where you wish to save this document. Lastly, press the "Save" button at the bottom to complete saving. An informal brief may be electronically served and filed by creating an account at <https://massachusetts.tylertech.cloud/OfsWeb>.

Alternatively, an original paper copy may be mailed to the Appeals Court, Clerk's Office, 1 Pemberton Square, Room 1200, Boston, MA, 02108, and a copy served on each party. To print a copy of this Word document, please go to "File" and select "Print." Then, choose the correct printer and customize your print settings (e.g., number of copies). Lastly, press the "Print" button, with the printer icon, to complete printing.

**If filing by mail, complete this:**

**Certificate of Mailing, Mass. R. A. P. 13 (a) (1) (B)**

Pursuant to Mass. R. A. P. 13 (a) (1) (B), I certify that on the following date, {{ users[0].signature\_date }}, which is a date on or before when this brief is due to be filed in the Appeals Court, I sent it by first-class mail or its equivalent to the Appeals Court.

/s/ {{ users[0].signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your name]: {{ users[0] }}

[Your address]: {{ users[0].address.on\_one\_line }}

[Your phone number]: {{ users[0].phone\_number }}

[Your email address]: {{users[0].email }}

Date: {{ users[0].signature\_date }}

**For A Self-Represented Party Who is Confined**

**in a State or Federal Institution:**

**Certificate of Mailing and Filing,**

**Mass. R. A. P. 13 (a) (1) (B) and 13 (a) (2)**

Pursuant to Mass. R. A. P. 13 (a) (1) (B) and 13 (a) (2), I certify that I am a self-represented party, am currently confined in a State or Federal institution, and that on the following date, {{ users[0].signature\_date }}, which is a date on or before when the brief is due to be filed in the Appeals Court, I deposited this brief in the institution's internal mail system for mailing to the Appeals Court.

/s/ {{ users[0].signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your name]: {{ users[0] }}

[Your address]: {{ users[0].address.on\_one\_line }}

[Your phone number]: {{ users[0].phone\_number }}

[Your email address]: {{users[0].email }}

Date: {{ users[0].signature\_date }}