

Guidelines for filing Post-Hearing Briefs To Arbitrator Robert A. Creo

1. Remember it is a **brief**, not a treatise.
2. Submit the brief as follows:
 - a.) Original Hard Copy &
 - b.) Copy for opposing advocate &
 - c.) Attach copies of cited cases &
 - d.) One diskette, if you are using Microsoft Word; please attempt to convert it to WordPerfect.
3. Briefs are exchanged by my office and not directly between the parties.
4. Do not fax or e-mail briefs.
5. If an extension of time is required, obtain the consent of the opposing advocate and then notify my office in writing of the new due date.
6. Context Guidelines:
 - a.) Procedural history
 - b.) Factual summary
 - c.) Applicable procedure of the agreement
 - d.) Relevant statutory provisions
 - e.) Statement or stipulation of the issue
 - f.) Argument
 - g.) Citation to authority
7. Style Guidelines:
 - a.) Do NOT use footnotes
 - b.) Single or 1.2 inch space between lines
 - c.) Avoid too many sub-divisions or headers
 - d.) Use Arial, Times New Roman or Garamond font