

Overview

NextDay Appendices offers a fast, cost effective, and dependable way to assemble digital appendices meeting the California Court of Appeal e-filing rules.

The process is simple: once you have selected the appendix files, you hand-off the assembly process to us. The next day we return the completed volumes to you, ready to e-file.

There are just three steps:

Step 1: Cover page template (sample at right)

This file serves as a template with text placeholders for the following required information:

- Volume number (“V123” placeholder text)
- Number of volumes (“V456” placeholder text)
- First page number in volume (“N789” placeholder text)
- Last page number in volume (“N000” placeholder text)
- Total number of pages in volumes (“N111” placeholder text)

The volume placeholders (V123 and V456) and the page placeholders (N789, N000 and N111) may be placed on separate lines if desired.

These text placeholders are replaced with the appropriate values for each volume created.

Name the file *CoverPageTemplate.doc*.

Step 2: File naming convention

When naming the appendix files, please use a prefix with a zero-padded number as shown below. This will insure that they sort identically to the file list you prepare in Step 3.

001_04-05-2010 Smith's Compl. for Damages.pdf
002_03-19-2012 LASC Min. Ord.pdf
...
112_Trial exhibit 82.pdf,
and so-on.

Cover Page Template

2nd Civil No. B254489

IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA
SECOND APPELLATE DISTRICT, DIVISION FOUR

NICOLLETTE SHERIDAN

Plaintiff and Appellant,

v.

TOUCHSTONE TELEVISION PRODUCTIONS, LLC

Defendant and Respondent.

Appeal from the Superior Court of Los Angeles County
Case No. BC 435248, Honorable Michael L. Stern

APPELLANT'S APPENDIX

→ **VOLUME V123 of V456, Pages N789 – N000 of N111 Pages**

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Step 3: File List with Dates and Descriptions

After you have selected the appendix files, create a Word document with a three column table that describes each file, listing files in chronological order. Each row in the table describes a file with: (1) tab number¹, (2) date², and (3) description, as shown in the table below.

A file can also contain sub attachments. In order to include bookmark links and beginning page numbers to sub attachments in the index, list the sub attachment(s) in separate rows immediately below the file description. Instead of a tab number, a sub attachment has an asterisk – 2 for sub-sub attachments – before a number, which is the starting page number of the sub attachment in the file³.

Name the file *FileIndexInfo.doc*

Sample File List

1	09/05/2011	Plaintiff Smith’s Complaint for Damages
2	03/19/2012	LASC Minute Order
3	04/01/2012	Declaration of James Brown in Support of Second Amended Complaint Pursuant to Code of Civil Procedure § 1008(B)
*14		Exhibit A – MacDonald v. State of California, 2013 WL 4522792
**20		Exhibit 1 – Order on Petition for Writ of Mandate, Case No. B248278
*28		Exhibit B – Second Amended Complaint for Damages Caused by Violation of Labor Code § 6310
4	06/14/2012	Defendant Jones’ Notice of Demurrer

- ¹ The tab number should match the file name prefix (without padded 0’s).
- ² If a date is not known, leave the field blank in that row.
- ³ For instance in the table above, Tab 3, the Declaration of James Brown with attached exhibits, contains 37 pages. Exhibit A begins on the 14th page of the file, Exhibit 1, a sub attachment to Exhibit A, begins on page 20, and Exhibit B begins on page 28.

Sample Completed Index

APPELLANTS’ APPENDIX CHRONOLOGICAL INDEX				
TAB	DESCRIPTION	DATE	VOL. NOs.	PAGE NOs.
1	Plaintiff Smith’s Complaint for Damages	09/05/2011	1	22
2	LASC Minute Order	03/19/2012	1	37
3	Declaration of James Brown in Support of Second Amended Complaint Pursuant to Code of Civil Procedure § 1008(B)	04/01/2012	1	38
	Exhibit A – MacDonald v. State of California, 2013 WL 4522792			52
	Exhibit 1 – Order on Petition for Writ of Mandate, Case No. B248278			58
	Exhibit B – Second Amended Complaint for Damages Caused by Violation of Labor Code § 6310			66
4	Defendant Jones’ Notice of Demurrer	06/14/2014	1	74

Submitting the Files to NextDay

When you notify us you are ready to proceed, we will send you an email with a link to our Sharefile portal. Before using the link, copy all the required files to a folder:

1. The cover page template described in Step 1.
2. The appendix files, named as described in Step 2.
3. The FileIndexInfo.doc described in Step 3.

You can then either create a zip file containing the folder and drag it into the Sharefile portal, or drag the individual files into the portal. We prefer a zip file but either will work.

As a safety measure please send an email notifying us that the files have been sent . We will notify you that they are received.

NextDay Process (What we do)

1. OCR all documents.¹
2. Merge files into volumes of 25MB or less, splitting files only when unavoidable.
3. Identify split files as “(Part 1)”, “(Part 2)”, etc., in the master and individual volume indices, as well as the bookmarks.
4. Create Master Chron and Alpha indices in the first volume using document descriptions from the [FileIndexInfo.doc](#) provided by client. Create Chron indices in each subsequent volume listing the contents of that volume (Chron *and* Alpha in 4th DCA).
5. Create cover pages in each volume using the [CoverPageTemplate.doc](#) provided by client, replacing the placeholders with volume and page number ranges.
6. Create bookmarks in each volume, linked to the beginning of each listed document, including split files and indices.
7. Match bookmark titles to the document descriptions in the indices.
8. Set Bookmark link magnification to “Inherit zoom.”²
9. Add Bates stamps to the bottom of each page using consecutive Arabic numbers, beginning with the cover page of the first volume and continuing through all volumes.
10. Sync the number displayed in the Acrobat page counter³ with the stamped Bates numbers in all volumes.

¹ We OCR all files to insure they are fully searchable and well formatted.

² “Inherit zoom” retains the user’s currently selected zoom settings.

³ The Acrobat page-counter window allows the user to navigate to a specific page in an open volume or merged set of volumes by entering a number in the window.

NextDay Pricing

Our pricing is based on the number of documents that go into the appendix or, more precisely, the number of bookmarks needed to link to the documents. Here are two examples:

1. We receive 50 documents, none of which contain listed sub-attachments. Each will be bookmarked and listed in the indices, resulting in 50 bookmarks. The price for our services will be 50 times \$6 (\$300).
2. We receive 50 documents, one of which contains 12 listed sub-attachments. Each listed document and sub-attachment will be bookmarked and listed in the indices, resulting in a total of 62 bookmarks. The price for our services will be 62 times \$6, approximately \$370¹.

¹ **Sliding scale pricing.** Our minimum price for appendix assembly is \$300 for (up to) 50 documents/bookmarks. For 51 and above, pricing is based on a sliding scale using a negative log curve, i.e., as the number of documents increases, the cost per each additional document is reduced. For instance, without the curve, an appendix with 1000 documents at \$6 each would be \$6,000. Using the curve, the price is \$3,975.

Please feel free to contact us with us any questions.



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