Formatting Guidelines for Exhibits to Petition

To ensure that your exhibits to your petition are not rejected by the court, please comply with the following guidelines.

Pagination:

Number pages consecutively beginning with the cover page of the exhibits to the final page of the exhibits, using only the Arabic numbering system, as in 1, 2, 3. Do _not_ use Roman Numerals or any other pagination method for tables or anywhere else within the exhibits.

Ensure that page numbers listed in the Table of Contents or Indices match both the pages within the appendix and the Adobe page counter. This allows the court and the parties to accurately locate the cited pages and ensures that page citations are consistent throughout the exhibits.

Notwithstanding California Rules of Court, rules 8.124(d)(1), 8.144(c)(1) and 8.486(c)(1)(A), when submitting documents electronically, the parties may exceed the 300-page limit as long as the file size is 25 megabytes or smaller. Exhibits that exceeds 25 megabytes can be submitted in segments of 25 megabytes or less. Each segment must be numbered consecutively from the first page of the first segment to the last page of the last segment, using only the Arabic numbering system, as in 1, 2, 3. For example, exhibits containing a total of 75 megabytes and 900 pages must be filed in 3 segments containing 25 megabytes or less and must be page numbered consecutively 1 through 900 for the entire document even though it is filed in segments. The first segment must contain a cover page and the master index for all volumes. These requirements are necessary because the segments are merged together into one document for the court's use.

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Bookmarks:

The Table of Contents or Index must include an electronic bookmark for each heading corresponding to the heading in the text, including the heading "Table of Contents" or "Index."

A bookmark is a text link that appears in the **Bookmarks Panel** of Adobe Reader and Adobe Acrobat. In this example, clicking on "Exhibit 1" would take the reader to that part of the document.

Bookmarks panel:
- F073463_CV_EFS_Bankof West_Vol
  - Cover Page to Exhibits
  - INDEX TO EXHIBITS
  - Vol. 1 - part 1 starting at page 4
    - Exhibit 1
    - 01 - Complaint
    - Exhibit 2
    - 02 - Notice of MSJ
    - Exhibit 3
    - 03 - MPA iso MSJ
    - Exhibit 4

INDEX TO EXHIBITS TO AMENDED PETITION FOR WRIT

Exhibit No.	Document Name	Date	Page No.
1.	Complaint for Damages and Demand for Jury Trial	10/7/14	5
2.	Notice of Motion and Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/2/15	13
3.	Memorandum of Points and Authorities in Support of Defendant's Motion for Motion[sic] for Summary Judgment, or in the Alternative, Summary Adjudication	10/2/15	19
4.	Separate Statement of Undisputed Material Facts in Support of Defendant's Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/2/15	46
5.	Appendix of Evidence in Support of Defendant's Motion for Summary Judgment, or in the Alternative, Summary Adjudication	10/2/15	121
6.	Plaintiff's Opposition to Defendant's Motion for Summary Judgment, or in the Alternative, Summary Adjudication	2/18/16	469

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