

# CAFL Appellate Practice Tip (12/20/22)

CPCS  
CAFL APPELLATE PANEL  
SUPPORT UNIT

MRAP Rules 16(m) and 20(a)(6) tell you almost everything you need to know about what must be on a cover page. But don't forget that your cover should also comply with the Rule rules on margins and font in Rule 20(a)(4).

## THE COVER PAGE

### What to Include and What to Keep Out

Don't make a bad first impression!! Your cover must be neat and accurate, and it must follow all of the Rules (including some "informal" rules that aren't in the Rules of Appellate Procedure).

### Keep Things Confidential & Impounded

Almost all of our cases are impounded by statute (G.L. c. 119, § 38). Place **IMPOUNDED** at the top of your cover page. Don't use last names of parents or children on the cover (or anywhere in the text). It's ok that their names are in the findings and in the RA; no need to (and don't) redact them.

### Use the Proper Case Caption

Until an appeal is docketed, it is often called "DCF v. A Mother," or "DCF v. A Father and Others." That's fine for motion practice pre-docketing. But here is a practice that isn't in the Rules: after docketing the name/caption changes, and you must use these captions instead:

*For a termination appeal:*

Adoption of Luisa Y.

Adoption of Pamela Z. and Jackson A., *or*

Adoption of A. Children

*For a care and protection adjudication appeal:*

Care and Protection of John S.

*For a guardianship appeal:*

Guardianship of John S.

### Identify the Nature of the Appeal and Where it Comes From

Keep it simple:

On Appeal from a Judgment of the Boston Juvenile Court

### Identify the Party and Role but Not the Client's Name

Keep it simple and confidential:

Appellant-Mother's Brief (*not*: Appellant-Mother Sarah Smith's Brief), or  
Brief of Appellee-Child (*not*: Brief of Appellee-Child, Susan Jones)

### Let the Court Know Who You Are

Include your name, BBO#, address, phone number, email

### Pagination

Your cover is Page #1!

**IMPOUNDED**

COMMONWEALTH OF MASSACHUSETTS

APPEALS COURT

WORCESTER, SS

DOCKET NO. 2022-P-0001

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ADOPTION OF ALYSSIA C.

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APPEAL FROM A JUDGMENT OF THE  
WORCESTER JUVENILE COURT

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BRIEF OF APPELLANT-FATHER

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[name of attorney], Esq.  
BBO#xxxxxx  
Street or P.O. Box  
City, State Zip Code  
Phone  
email address