

**IN THE SUPERIOR COURT OF THE STATE OF DELAWARE**

**ORDER AMENDING RULE 107  
OF THE  
SUPERIOR COURT CIVIL RULES OF PROCEDURE**

This 28th day of July, 2000, **IT IS ORDERED** that:

(1) Superior Court Civil Rule 107 is amended by adding the following subparagraph:

(h) Unless otherwise ordered by the Court, any party may serve and file identical copies of any brief and exhibits on CD-ROM. The conditions applicable to the use of such CD-ROM briefs are set forth in the following paragraphs:

(1) The cover page of the brief shall include the following legend in bold type immediately beneath the Civil Action number in the caption: **“CD-ROM Version To Be Filed.”**

(2) Multiple parties which are filing a brief jointly may file such a brief on CD-ROM. Joinders to a brief may also be filed on the same CD ROM.

(3) Four (4) copies of the CD-ROM shall be filed with the Court within fourteen (14) calendar days of the filing and service of the brief, two of which shall be sent directly to the Judge as courtesy copies.

(4) Any party filing a CD-ROM in accordance with this Order shall take all steps that are reasonable and necessary to make it free of any computer virus.

(5) The CD-ROM shall contain a label that includes the following information:

- (a) the name of the case;
- (b) the Civil Action number;
- (c) the docket number;
- (d) the title of the brief; and
- (e) the name of filing counsel and their law firm(s).

(6) The CD-ROM shall include an imaged version of the signed brief and images of all exhibits. Video versions of exhibits (such as video depositions), that are otherwise properly included as exhibits to a brief, may be included on the CD-ROM.

(7) The CD-ROM shall include imaged or text copies of all legal authorities cited, both reported and unreported.

(8) All images and all text copies of authorities shall be in .pdf [portable document format] format and references within the briefs shall be linked as follows:

- (a) Each title or subtitle in the Table of Contents shall be linked to the appropriate page of the brief.
- (b) Each citation in the Table of Authorities shall be linked so that:
  - (i) When the user clicks on the case name or citation in the Table of Authorities, the opinion or other authority appears; and
  - (ii) When the user clicks on the brief page referenced to the right of the citation in the Table of Authorities, the brief page appears.
- (c) All references in the brief to exhibits in an appendix or otherwise shall be linked to the first-cited page of the exhibit.
- (d) All references in the brief to cases, orders, or bench rulings shall be linked to the first page of such cases, orders, or bench rulings. Cites to specific pages within such cases, orders, or bench rulings in the brief will be linked to the first page cited.

(9) The CD-ROM shall also include a text version of the brief in the format in which it was created and in RTF [Rich Text Format].

(2) This amendment shall be effective August 1, 2000.

(3) An original of this Order shall be filed with the Prothonotary for each county.