## **BRIEF QUALITY CONTROL PROGRAM**

BriefQC Introduction: August 2022

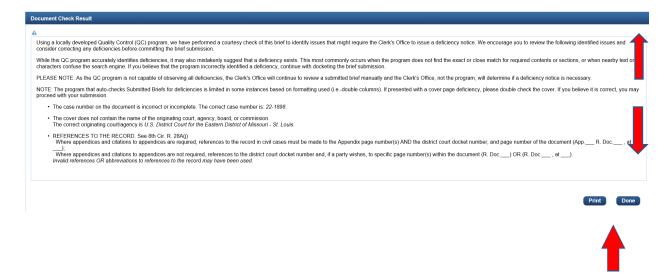
The Eighth Circuit Court of Appeals Clerk's Office has initiated a new Brief Quality Control Program (BriefQC) that will be observed by filers who choose the event "Brief Submitted for Review" in CM/ECF. The purpose of this program is to assist with quality control of briefs submitted to this Court as we aim to reduce the number of deficient briefs. While we feel this service is helpful for filers and the Court, the filer will have the option to proceed with filing regardless of the Brief Quality Control Program Results.

Filers will continue to submit the brief as usual—taking care to select from the drop down the type of brief being submitted before entering the description & then selecting "Browse" to upload the PDF of the brief being submitted.

<ul> <li>Select from the drop down the type of brief being submitted:</li> </ul>					
APPELLAN					
▼ Upload Do	cuments				
Descriptio Appellant Brows	s Brief Submitted				
Continue	Cancel				

The filer may notice an additional few seconds of delay during the upload. This delay is a result of the BriefQC Program running a review of the document uploaded.

At this point, if the BriefQC Program has found any errors, you will see a new screen titled "Document Check Results." See the following example:



Please notice the scroll bar to the right side, as well as the "Print" and "Done" buttons. You may need to scroll down to see the full list of results and you might like to print them to have on hand as you make changes to your brief. Next, you will choose "Done."

Now, you will notice that your document has dropped down, as it usually does once you've browsed and uploaded it; however, note there is new column titled "Validation." (If you missed printing the results earlier, you can choose the "errors" hyperlink now and still do so.)

Document		Description ()	Size	Validation	Sequence	Remove All
Brief.pdf		Appellant's Brief Submitted	427 KB	Errors		×
Continue	Cancel					
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If you would like to proceed with submission of the brief regardless of the errors presented by the BriefQC Program, choose "Continue." However, if you would like to address the errors presented before submitting your brief, choose "Cancel."

Finally, please note that while the BriefQC program accurately identifies deficiencies, it may also mistakenly suggest that a deficiency exists. This most commonly occurs when the program does not find the exact or close match for required contents or sections, or when nearby text or characters confuse the search engine. If you believe that the program incorrectly identified a deficiency, continue with docketing the brief submission.

Additionally, as the BriefQC program is not capable of observing all deficiencies, the Clerk's Office will continue to review a submitted brief manually and the Clerk's Office, not the program, will determine if a deficiency notice is necessary.

If the BriefQC Program finds no errors, you will not be presented with the screen entitled "Document Check Results" and the "Validation" column will show "Complete" instead of "Errors."