

Update Page Numbers below the Page Thumbnails and in the Page Navigation Toolbar

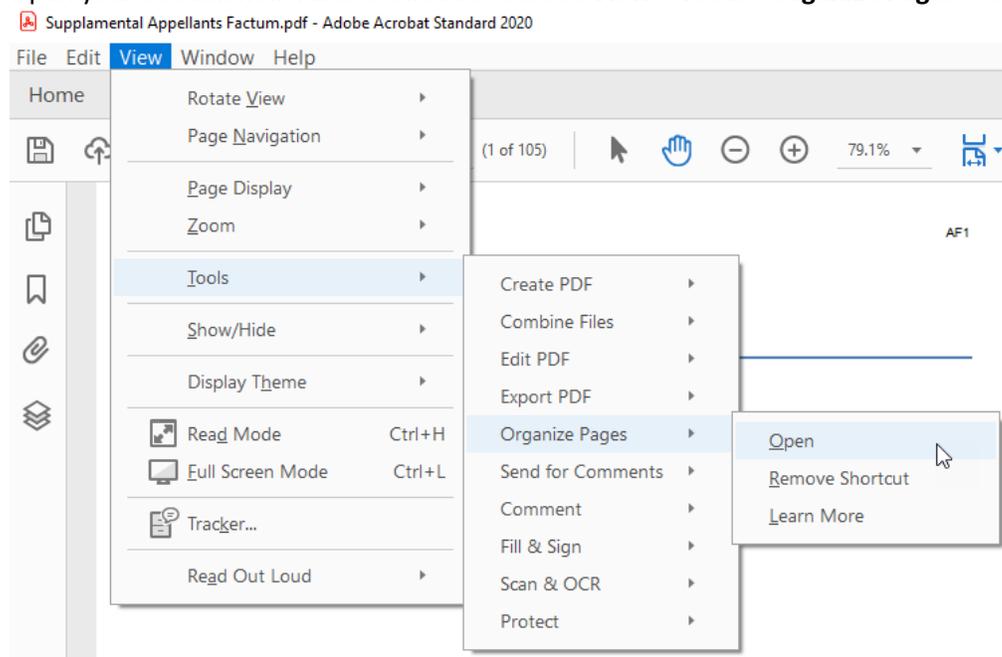
NOTE: There are several methods to change page numbering within a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

The page numbers on the document pages do not always match the page numbers that appear below the page thumbnails and in the Page Navigation toolbar. By default, PDF documents number the thumbnails with integers, starting with page 1 for the first page of the document. Because some documents may contain front matter, such as a title page and table of contents, their body pages may not follow the numbering shown in the Page Navigation toolbar.

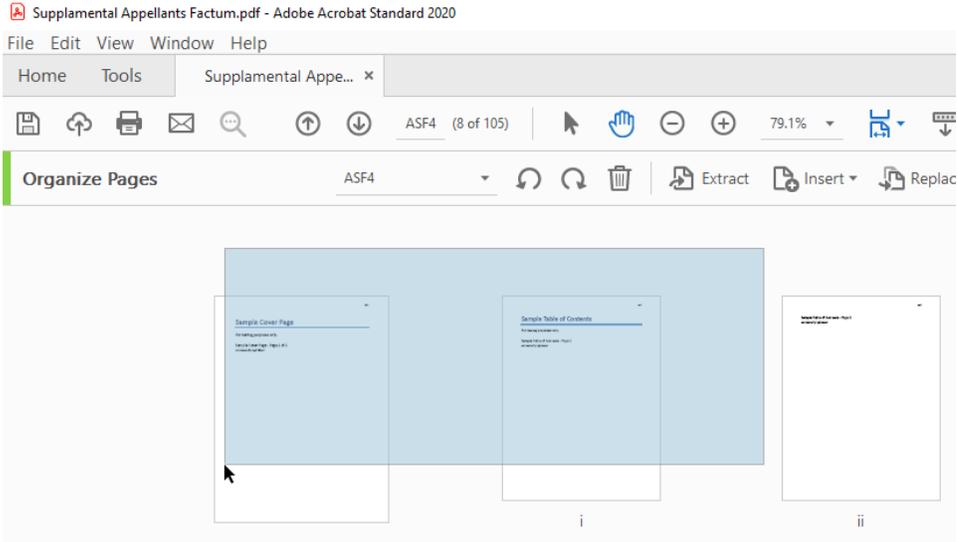
Using the Number Pages command affects only the page thumbnails on the Pages panel. You can physically add new page numbers to your document using the Bates numbering feature.

You can number the pages in your document in a variety of ways. You can specify a different numbering style for groups of pages, such as 1, 2, 3, or i, ii, iii, or a, b, c. You can also customize the numbering system by adding a prefix (ie. AF1, AF2, ...).

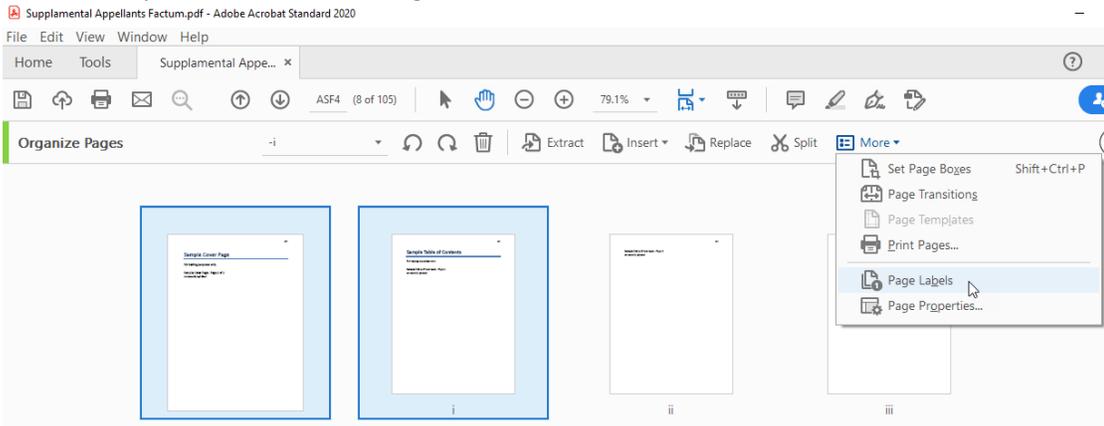
- 1) Open your document in Adobe Acrobat. Choose **View > Tools > Organize Pages > Open**.



- 2) Highlight the page(s) for which you want to change the numbering, you can drag to select them or select the first document and press shift and arrow over until you have selected the last document.



- 3) From the top bar select **More > Page Labels**.



- 4) The **Page Numbering** dialogue box will open. The pages should be set to **Selected** and then set the **Style**, **Prefix**, and **Start** options that you wish to use and click **OK**.

The image shows the 'Page Numbering' dialog box with the following settings:

- Pages:** Selected
- Numbering:** Begin new section
- Style:** None
- Prefix:** AF
- Start:** 1
- Extend numbering used in preceding section to selected pages
- Sample:** AF

- 5) Repeat the process for any other sections of the document that you need to update.
- 6) The page numbering in a document submitted electronically for filing must be the same as the page numbering in the paper copy.
- 7) Appeal books submitted electronically must have the following page numbers:
- the title page must not have an assigned page number (i.e., page number to be set at “none” in Adobe Acrobat);
 - the index must be numbered using small Roman numerals (i.e., i, ii, iii, and so on);
 - the body of the appeal book, being the pages after the index and before the transcript, must be numbered consecutively and be preceded by a capital “A” (i.e., A1, A2, A3, and so on);
 - the transcript, being the pages after the body of the appeal book, must use the actual transcript page numbers preceded by a capital “T”. (For example, if only transcript pages 50 to 54, 75 to 76, 100 and 102 are included in the appeal book, the transcript pages must be numbered T50, T51, T52, T53, T54, T75, T76, T100 and T102. If the entire transcript is included, number the pages T1, T2, T3, and so on.)
- 8) Appellant, respondent and intervenor facta submitted electronically must have the following page numbers:
- the title page must not have an assigned page number (i.e., page number to be set at “none” in Adobe Acrobat);
 - the index must be numbered using small Roman numerals (i.e., i, ii, iii, and so on);
 - the body of the Factum, being the pages after the index, including authorities, must be numbered consecutively as follows, as the case requires:
 - appellant’s factum: “AF” (i.e., AF1, AF2, AF3, and so on);
 - respondent’s factum: “RF” (i.e., RF1, RF2, RF3, and so on);
 - intervenor’s factum: “IF” (i.e., IF1, IF2, IF3, and so on).