APPEAL CHECKLIST

DOCUMENT	NOTES	DONE?
Notice of Appeal	**DUE**: 30 days after final judgment; or interloc order; or MTCE ruling/deemed denied Deadline for Filing: _____ **CONTENTS**: See Form App. R. 9-1 DON'T FORGET court reporter's email address in certificate of service **SERVICE**: (E-FILED) Appellate clerk (notice + order = one PDF doc) Trial counsel Prosecutor (BY MAIL ONLY/CONVENTIONALLY): Trial court clerk Court reporter by mail Court reporter by email Trial court judge Attorney General If interloc appeal, check rule for other parties	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Notice of Completion of Clerk's Record	**DUE**: 30 days after filing of Notice of Appeal Deadline for Filing: _____ (Motion to Compel due no later than 7 days after deadline)	 _____
Appendix	**DUE**: on or before filing of brief Deadline for Filing: _____ **CONTENTS**: **Volume I (Table of Contents)** Cover page (Page 1) Table of Contents (Pages 2 – XXX) (title, date, page number of each doc) No more than 250 pages Marked "Public" when e-filed Verification Statement **Volume II** (and every add'l volume) (**Public Access**) Cover page (Page 1) Public documents (Pages 2 – XXX) Confidential documents removed and replaced with page-for-page place keeper inserts No more than 250 pages Marked "Public" when e-filed **Volume II** (and every add'l volume) (**Confidential**) Cover page (Page 1) All documents (Pages 2 – XXX) Pages match public access version Confidential docs include header ("CONFIDENTIAL PER A.R. 9(G)")	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Notice of Exclusion From Public Access	Certificate of service No more than 250 pages Marked "Confidential" when e-filed **DUE**: contemporaneously with Appendix (if applicable) **CONTENTS**: See Form App. R. 11-5 Title of documents redacted/excluded from public Basis for redaction/exclusion (A.R. 9(G)(2) or (3); law, statute, etc.) Certificate of service Marked "Public" when e-filed	_____ _____ _____ _____ _____ _____ _____ _____
Notice of Filing of Transcript **Notice of Completion of Transcript**	**DUE**: 45 days after filing of Notice of Appeal Deadline for Filing: _____ (Motion to Compel due no later than 7 days after deadline) **DUE**: 5 days after filing of Notice of Filing of Transcript Deadline for Filing: _____ (Motion to Compel due no later than 7 days after deadline)	 _____ _____
Appellant's Brief	**DUE**: 30 days after filing of Notice of Completion of Transcript Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: Left header each page (party name, doc title) Pages 2 – XX Table of Contents Table of Authorities Caption and Statement of Issue(s) Statement of Case Statement of Facts Summary of Argument Argument (including standard of review) Conclusion Word count certificate (if more than 30 pgs) Certificate of service Copy of appealed judgment as attachment	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Appellee's Brief	**DUE**: 30 days from filing of Appellant's Brief Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: Left header each page (party name, doc title) Pages 2 – XX Table of Contents Table of Authorities Caption and Statement of Issue(s) Statement of Case Statement of Facts Summary of Argument Argument (including standard of review) Conclusion Word count certificate (if more than 30 pgs) Certificate of service	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Reply Brief	**DUE**: 15 days from filing of Appellee's Brief Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: left header each page (party name, doc title) Pages 2 – XX Table of Contents Table of Authorities Caption Summary of Argument Argument Conclusion Word count certificate (if more than 15 pgs) Certificate of service	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Petition to Transfer	**DUE**: 30 days from date of Court of Appeals decision (45 days from date of decision beginning on 01/01/2019) Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: left header each page (party name, doc title) Pages 2 – XX Questions Presented Table of Contents Background/Prior Treatment of Issues Argument Conclusion Word count certificate (if more than 10 pgs) Certificate of service	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Response to Petition to Transfer	**DUE**: 20 days from filing of Petition to Transfer Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: left header each page (party name, doc title) Pages 2 – XX Questions Presented Table of Contents Background/Prior Treatment of Issues Argument Conclusion Word count certificate (if more than 10 pgs) Certificate of service	 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Reply to Response to Petition to Transfer	**DUE**: 10 days from filing of Response to Petition to Transfer Deadline for Filing: _____ **CONTENTS**: Cover page (no header) (Page 1) Body: left header each page (party name, doc title) Pages 2 – XX Argument Conclusion Word count certificate (if more than 3 pgs) Certificate of service	 _____ _____ _____ _____ _____ _____ _____ _____ _____