Instructions for filing the Record on Appeal

LEGAL FILE:

Appellant shall prepare the legal file. Rule 81.12(b) and Rule 30.04(b). If the electronic filing system permits creation of a system-generated legal file as provided in Rule 81.12(b)(1) and Court Operating Rule 27.04, that method shall be used. If that method cannot be used, the legal file shall be prepared as provided in Rule 81.12(b)(2). Service is accomplished on registered users through the electronic filing system. Service is accomplished on and by non-registered users pursuant Rule 43.01.

System-Generated Legal File—Rule 81.12(b)(1):

(a) The legal file shall consist of a legal file index generated by the system and all of the hyperlinked documents referenced in the index. Rule 81.12(b)(1)(A).

(b)Appellant shall designate the trial court documents to be included in the legal file and submit such designations for filing in the manner provided by the system for the generation of the legal file index. Rule 81.12(b)(1)(B).

(c) No paper copy of a system-generated legal file is required.

Non-system-Generated Legal File—Rule 81.12(b)(2):

(a)If Appellant cannot create a system-generated legal file, Appellant (unless the parties file a written agreement regarding the legal file as provided in Rule 81.15(a)) shall order any documents that are needed for the legal file from the clerk of the trial court within 30 days after the notice of appeal is filed. Rule 81.12(b)(2)(B) and Rule 30.04(b).

(b)The legal file shall contain clearly reproduced exact copies of the pleadings and other portions of the trial record previously reduced to written form. Rule 81.12(b)(2)(C) and Rule 30.04(b).

(c) Parties may agree in writing upon an abbreviated or partial record on appeal or upon a statement of the case as provided in Rule 81.13. Rule 81.12(b)(2)(C).

(d)The non-system generated legal file shall be labeled with a cover page numbered as page one. The documents in the legal file shall begin with the docket sheet or case record and then the oldest document shall follow the docket sheet, with the remaining documents arranged in chronological order and ending with the notice of appeal. The page numbers shall be numbered consecutively and shall contain a complete index at

the front designating the specific volumes and pages where the documents may be found. If the legal file exceeds one volume, a complete index shall be included at the beginning of each volume. The cover page and index shall conform to the format requirements of Rule 81.18. Rule 81.12(b)(2)(E).

Unless the parties file a written agreement regarding the legal file as provided in Rule 81.15, the clerk of the trial court shall certify copies of the documents ordered for the legal file. The legal file must be certified by the clerk of the trial court to consist of true copies of the portions of the record filed in the trial court. Rule 81.12(b)(2)(F).

TRANSCRIPT

Service of the transcript is accomplished on registered users through the electronic filing system. Service on & by non-registered users is accomplished pursuant to Rule 43.01.

If you have any technical questions about electronic filing, such as how to scan documents or attach documents to your filing, please contact the OSCA Help Desk at 1-888-541-4894.

If you have questions about the format or content of your record on appeal, please contact the Western District Clerk's Office at 816-889-3600.