

Instructions for filing the Record on Appeal

The record on appeal, even if filed through the electronic filing system, must comply with Rule 30.04 and Rule 81.12, unless specifically modified by any electronic filing rule.

LEGAL FILE

Certified copies of the trial court documents must still be ordered from the circuit clerk. The circuit clerk will provide the copies in paper. The legal file must still be prepared with a cover page, index, pagination and arrangement of documents in chronological order. It must contain the docket sheets, certification by the circuit clerk and be limited to 200 pages to a volume. For more information on the requirements of the legal file, see p.11 of the ABC's of Appellate Practice at: <http://www.courts.mo.gov/file.jsp?id=53293>.

The paper legal file must then be scanned and converted into a PDF document in order to file it electronically. Rule 103.04. A scanned document should not contain more than one volume of the legal file and cannot exceed 7MB. Scan a volume of legal file in sections if you need to keep the document under 7MB. Additional volumes may be attached as long as no document exceeds 7MB and the submission does not exceed 21MB. Multiple submissions may be done if necessary. Service of the legal file is accomplished on registered users through the electronic filing system and on all others as provided in Rule 43.01. Rule 103.09. Within five days after the legal file is filed electronically, the paper copy of the legal file shall be delivered to the Clerk's office. This paper copy must be identical to the electronic version.

TRANSCRIPT

The court reporter will provide you with a paper copy of the transcript prepared in page reduction format. E.D. Rule 336(a). The court reporter will provide a PDF version of the transcript in full page per sheet format. Eastern District Rule 336(b). The electronic version of the transcript must be signed by the court reporter. Rule 41.08(c).

Within five days after the transcript is filed electronically a paper copy of the transcript must be delivered to the Clerk's Office. E.D. Rule 333(c). The paper copy need not be accompanied by a CD-R or DVD-R. Service of the transcript is accomplished on registered users through the electronic filing system and on all others as provided in Rule 43.01. Rule 103.09.

If you have 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 of your record on appeal, please contact the Clerk's Office at 314-539-4300.