

Instructions for filing the Record on Appeal

The record on appeal, even if filed through the electronic filing system, must comply with Supreme Court Rules 30.04 and 81.12 and Western District Special Rule XIX, unless specifically modified by any electronic filing rule. If the record on appeal consists of both a legal file and transcript, they must be filed together.

LEGAL FILE

Certified copies of trial court documents must still be ordered from the circuit clerk. The circuit clerk will provide paper copies of those documents. The legal file must still contain a cover sheet, index, certificate of service, pagination, and be chronologically arranged with the oldest pleading first.

The paper legal file must then be scanned and converted into a .pdf document in order to file it electronically. A scanned document should not contain more than one volume of legal file and may not exceed 7mbs. A volume of legal file may be scanned into sections if necessary to keep the document under 7mbs. The total submission may not exceed 21mbs. Multiple submissions may be done if necessary. Service is accomplished on registered users through the electronic filing system but the legal file must still contain a certificate of service. Service is accomplished on non-registered users pursuant to Rule 43.01. No later than five days after the legal file is filed electronically, the paper copy of the legal file shall be submitted the Clerk's Office.

TRANSCRIPT

The court reporter will provide you with a paper copy in reduced page format and an electronic copy in .pdf and reduced page format. The electronic version must be signed by the court reporter pursuant to Rule 41.08(c). No later than five days after the transcript is filed electronically, the paper copy must be submitted to the Clerk's Office. Paper copies of transcripts and legal files should be submitted together.

Service of the transcript is accomplished on registered users through the electronic filing system but the transcript must still contain a certificate of service. Service on 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.