

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, 81.15 and 81.18 and this court's Special Rule 2, unless specifically modified by any electronic filing rule.

Legal File

Certified copies of trial court documents must still be ordered from the circuit clerk. The legal file must still be prepared with a cover sheet, index, certificate of service, and pagination. The docket sheets shall be the first set of documents immediately followed by the earliest pleading with the remaining documents thereafter arranged in chronological order.

The tendered legal file from the circuit clerk may need to be scanned and converted into a PDF document in order to file it electronically. A scanned document may not exceed 7MB with the total submission not to exceed 21MB. A legal file may be scanned into sections if necessary to keep the document under 7MB and multiple submissions may be done if necessary. Service is accomplished on registered users through the electronic filing system and no additional certificate of service is required. Service on non-registered users is accomplished pursuant to Rule 43.01.

Transcript

The court reporter may provide you with a paper copy in a full page format or a electronic version of the transcript. The electronic version of the transcript must be a searchable PDF in full page per sheet format pursuant to Supreme Court Rule 81.12(c) and signed by the court reporter pursuant to Rule 41.08(c). Service is accomplished on registered users through the electronic filing system and no additional certificate of service is required. 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 attached 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 Southern District Clerk's Office at 417-895-6811.