

NOTICE OF FILE PREPARATION AND TRANSMITTAL OF RECORD

Case Caption: _____

Trial Court Case No.: _____

Appellate Court Case No.: _____

The following items are enclosed:

____ Volumes of Trial Court Files
(pgs. _____ to _____)
____ Confidential Envelopes
(pgs. _____ to _____)
____ Sealed Envelopes
(pgs. _____ to _____)
____ Volumes of Transcripts
(pgs. _____ to _____)

____ Volumes of Agency Record
(pgs. _____ to _____)
____ Supplement(s)
(pgs. _____ to _____)
____ Exhibit(s): _____
____ Other: _____
____ Other: _____

All trial court exhibits in this case are to be sent to the Appellate Court Records Office. All envelopes should be properly marked.

Date

Trial Court Clerk

Receipt of the enclosure(s) is acknowledged, any exceptions to the transmitted items has been noted.

Date

Regional Appeals Clerk

Items forwarded to Records Management Services on: _____

The pagination of the electronic trial court file has been completed with page numbers noted. Copies distributed to the parties of record.

Date

Appellate Court Records Office

The original trial court **record** is being retained for storage in RMS **(except exhibits)**.

Receipt of the enclosure(s) is acknowledged.

Date

Appellate Court Deputy Clerk