

**RECORD EXCERPTS CHECKLIST**

- Prisoner Pro Se: None required
- Pro Se IFP: 1 copy required
- Other: 5 copies required
- Durable White Covers (front & back)
- Index
- Indexing Tabs
- Certificate of Service

**DISTRICT COURT AND TAX COURT APPEALS:**

- \_\_\_ 1. District Court or Tax Court docket sheet (including bankruptcy docket sheet)
- \_\_\_ 2. Indictment, information, complaint or petition as amended
- \_\_\_ 3. Answer, response, counterclaim, cross-claim, and replies thereto
- \_\_\_ 4. Parts of any pretrial order relative to issues on appeal
- \_\_\_ 5. Judgment or interlocutory order appealed from
- \_\_\_ 6. Other order(s) sought to be reviewed (including bankruptcy orders)
- \_\_\_ 7. Supporting opinion, findings of fact and conclusions of law filed or delivered orally by the court
- \_\_\_ 8. Jury instruction (if correctness in issue)
- \_\_\_ 9. Magistrate’s report and recommendation, when appealing a court order adopting same in whole or in part
- \_\_\_ 10. Findings and conclusions of administrative law judge, when appealing a court order reviewing administrative agency determination
- \_\_\_ 11. Relevant parts of any document ... whose interpretation is central to the issues on appeal

**AGENCY:**

- \_\_\_ 1. Agency docket sheet or index of documents comprising the record, if one exists
- \_\_\_ 2. Order sought to be reviewed
- \_\_\_ 3. Supporting opinion, findings of fact and conclusions of law filed by the agency, board, commission or officer

**CERTIFICATE OF INTERESTED PERSONS  
AND CORPORATE DISCLOSURE STATEMENT  
FORMAT CHECKLIST**

- \_\_\_ Alphabetical listing
- \_\_\_ One column
- \_\_\_ Double-spaced
- \_\_\_ Court of Appeals docket number at top of *each* page
- \_\_\_ Short style at top of *each* page
- \_\_\_ Pagination indicates total number of pages comprising Certificate

Date Checked: \_\_\_\_\_ Checked by: \_\_\_\_\_