

APPENDIX CHECKLIST

AGENCY CASES

Required Contents. In proceedings for review of orders of an agency, board, commission, or officer, the petitioner must file an Appendix containing:

- 1. Relevant docket entries in the proceeding below;
- 2. Relevant portions of the pleadings, charge, findings, or opinion;
- 3. Judgment, order, or decision filed by the agency, board, commission, or officer
- 4. Other parts of the record to which the petitioner wishes to direct the Court's attention.

Note: The respondent is not required to file an appendix in agency cases.

Form:

- Durable White Covers (front & back)
- Indexing Tabs (Tab numbers corresponding to agency document numbers)
- No more than 250 sheets of paper in each volume

Number Required:

- Prisoner Pro Se: None
- Pro Se IFP: 1 paper copy
- Other: 2 paper copies
- Counsel using the ECF system must also file electronically