

APPENDIX CHECKLIST

CIVIL CASES

Required Contents. If appealing from the denial or grant of summary judgment, the appellant must file an Appendix containing:

- 1. Index
- 2. District Court or Tax Court docket sheet (including, in bankruptcy appeals, the bankruptcy court docket sheet)

Items 3-13 to be arranged chronologically by date of entry into the record:

- 3. Complaint, answer, response, counterclaim, cross-claim, and any amendments to such items
- 4. Parts of any pretrial order relevant to issues on appeal
- 5. Judgment or interlocutory order appealed from
- 6. Other order(s) sought to be reviewed (including bankruptcy court orders)
- 7. In an appeal from the grant or denial of a petition for a writ of habeas corpus under 28 U.S.C. § 2254, all opinions by any state court previously rendered in the criminal prosecution and related collateral proceedings and appeals, and any state court orders addressing any claims and defenses brought by the petitioner in the federal action
- 8. Supporting opinion, findings of fact and conclusions of law filed or delivered orally by the court
- 9. Jury instruction (if correctness in issue)
- 10. Magistrate's report and recommendation, when appealing a court order adopting same in whole or in part
- 11. Findings and conclusions of administrative law judge, when appealing a court order reviewing administrative agency determination
- 12. Relevant parts of any document whose interpretation is central to the issues on appeal
- 13. Any other pleadings, affidavits, transcripts, filings, documents, or exhibits that appellant believes will be helpful to this Court in deciding the appeal
- 14. Certificate of Service

Form:

- Durable White Covers (front & back)
- Indexing Tabs (Tab numbers corresponding to district court or tax court document numbers)
- No more than 250 single-sided 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