

# UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

Office of the Clerk

December 2012 (Last Revised: December 2025)

Preparing an Appeal – Pro Se Appellants

## **Mailing Address:**

Office of the Clerk  
U.S. Court of Appeals for the Eleventh Circuit  
56 Forsyth St., NW  
Atlanta, GA 30303

**Before preparing your appeal, please read all of the following information carefully.**

## **Points to keep in mind:**

- In general, only cases which have been first filed, and finally decided, in a United States District Court or Bankruptcy Court within this Circuit (Alabama, Florida, and Georgia), the United States Tax Court, and certain federal agencies may be appealed to this Court. This Court does not have authority to act in appeals from state and county courts.
- To appeal a judgment or order of a district court, you must file a notice of appeal **with the district court** within the time allowed by FRAP 4. *See* FRAP 3.
- Once your appeal has been assigned a Court of Appeals case number, (*example: 20-00000-AA*) include this number and the alpha character(s) on all correspondence and filings you send to this Court and to opposing counsel/party.
- Keep a copy of all documents you send to this Court for your personal files.
- Your documents can be typed or written, but must be legible. If the Clerk cannot read the documents you've sent, they will not be processed.
- Notify the Clerk's Office in writing if you move or your mailing address changes. If you do not, you could miss important notices and papers providing deadlines or decisions in your case. Missing a filing deadline may cause your case to be dismissed.

## **Electronic Case Filing**

Non-incarcerated pro se parties are permitted to use the Court's Electronic Case Files (ECF) system; however, the Court may revoke such permission upon a finding that the party has abused the privilege of using the ECF system.

Incarcerated pro se parties must file submit all filings to the Court in paper.

## A Case in the Eleventh Circuit – A Quick Overview

- **Notice of Appeal.** Pursuant to FRAP 3, to appeal a judgment or order of a district court, you must file a notice of appeal **with the district court** within the time allowed by FRAP 4.
- **Case number.** When your notice of appeal is received from the U.S. District Court or U.S. Tax Court, or your petition for review or original proceeding is received in the Clerk's Office and is deemed compliant with the rules of the Court, a case number is assigned that consists of numbers and letters (alpha characters). When your case is docketed, you will receive:
  - Certificate of Service form, if necessary
  - Certificate of Interested Persons form
  - In Forma Pauperis application form, if necessary
  - If there were no hearings in the lower court from which a transcript could be made, you will receive:
    - **Notice of the deadline** for filing your opening brief on appeal
    - **Briefing checklist.** A checklist of the requirements of the contents of a brief in the Eleventh Circuit
    - **Instructions for Preparing an Appendix**, unless you are incarcerated, in which case you do not need to file an appendix.

### Other Initiating Matters: (if applicable)

- A Transcript Order Form can be obtained from the district court or from this Court's website at [www.ca11.uscourts.gov](http://www.ca11.uscourts.gov)
  - A Certificate of Interested Persons and Corporate Disclosure Statement (CIP): For appeals, all appellants and petitioners must file a CIP within 14 days after the date the appeal is docketed in this court, or at the same time the party submits its first filing, whichever is earlier. For petitions that initiate a proceeding, the petitioner must file a CIP at the same time it files the petition.
  - Certificate of Appealability (COA) – see Section 4 of “General Information”
- **Change of address.** It is your responsibility to immediately advise the Clerk's Office of any change in your address.
  - **Filing and Docketing fees.** You must pay the fees set out as follows, unless you ask that the fees be waived (proceeding *in forma pauperis*):

- For appeals from a U.S. District Court, you must pay the \$605.00 filing and docketing fees to the District Court.
- For petitions for review of agency orders and certain original proceedings filed in this Court, you must pay the \$600 docketing fee to this Court.
- For appeals from the U.S. Tax Court, you must pay the \$600 docketing fee to the Tax Court.

Instructions for filing a motion to proceed *in forma pauperis* are included in the “General Information” section of this document. If your motion to proceed *in forma pauperis* is denied, and you do not pay the fee, your case will be dismissed for want of prosecution.

Please see [www.ca11.uscourts.gov/fee-schedules](http://www.ca11.uscourts.gov/fee-schedules) for additional fee information.

- **Opening brief.** You must file your opening brief by the date stated on the notice from the Clerk. A brief received before the due date that is not in compliance, will be returned with the suggestion to correct the brief and file at the designated time.
- **Reply brief.** While not required, if you wish to file a reply to the opposing party’s brief, you must do so within 21 days of the service date of that brief.
- **Habeas cases.** If you are appealing from an action filed pursuant to 28 U.S.C. § 2254 or § 2255, or are a state prisoner appealing the denial of a 28 U.S.C. § 2241 habeas petition, you must first obtain a certificate of appealability (COA) regarding any issues you wish to raise in your brief. If the District Court has denied a COA, you may request a COA from this Court, although you are not required to do so. 11th Cir. R. 22-1. See the “General Information” section for more information.
- **Completion of briefing.** Once all the briefs are filed, the case will be submitted to a panel of three judges. Unless the case is classed for oral argument, your case will be decided on the information included in the briefs and the record. FRAP 34(a). If the judges decide oral argument would be beneficial to the Court, you will receive notice from the Clerk’s Office regarding the placement of the case on a hearing calendar.
- **Final decision.** When the judges have decided your case, you will receive a notice from the Clerk’s Office along with a copy of the Court’s ruling.

# General Information for Pro Se Appellants

*Unless otherwise noted, the information below applies to an appeal from the decision of a U.S. District Court.*

## 1. THE COURT OF APPEALS

The Court of Appeals reviews final decisions of the U.S. District Courts, U.S. Tax Court, U.S. Bankruptcy Courts, and certain federal agencies. The Court looks at the record of the lower court or the agency, as well as the briefs of the parties.

## 2. THE FEDERAL RULES

Carefully follow the Federal Rules of Appellate Procedure (FRAP) and the 11th Circuit Rules. The FRAP and 11th Circuit Rules are available on the Court's website, [www.ca11.uscourts.gov](http://www.ca11.uscourts.gov) under the *Rules & Procedures* link.

## 3. PAYMENT OF FEES

For appeals from the District Court, the docketing and filing fees are paid at the District Court where the notice of appeal was filed.

- **If you cannot afford to pay the fees**, you may file a motion to proceed without payment of fees, called a motion to proceed *in forma pauperis*. A financial affidavit, including a statement by you swearing under penalty of perjury that you do not have enough money or other assets to pay the fees, must be included with your motion. (See *Forms* at the end of this document)
- **If you do not pay the filing fees or file a motion to proceed *in forma pauperis*, your case will be dismissed.** 11th Cir. R. 42-1(b).
  - The motion to proceed *in forma pauperis* may be denied if the Court determines that –
    - the allegation of poverty is untrue; or
    - the action or appeal –
      - is frivolous or malicious,
      - fails to state a claim on which relief may be granted, or
      - seeks monetary relief against a defendant who is immune from such relief

If the motion is denied, you must pay the fees or your case will be dismissed. FRAP 24.

- If your motion to proceed *in forma pauperis* is granted, you do not need to pay the filing fees, unless you are a prisoner in a civil (non-habeas corpus) appeal, in

which case you will be required to pay the entire \$605.00 filing and docketing fee when funds exist in your prison account. 28 U.S.C. § 1915(b).

- **If you are incarcerated**, the Court will notify you of your obligations under this statute [28 U.S.C. § 1915(b)] and will require you to complete and return an authorization form to allow prison officials to deduct the funds from your account on a monthly basis.
- **All** litigants proceeding *in forma pauperis* still have to pay for other expenses of their appeal, including copying and mailing. FRAP 39.
- **If you were permitted to proceed *in forma pauperis* in the District Court**, you need not file a motion in this Court. FRAP 24(a). You will still be obliged to pay the fees under 28 U.S.C. § 1915(b) in civil appeals if you are incarcerated.
- If at any time the District Court has found you are not entitled to *in forma pauperis* status, or that your appeal is not taken in good faith, you must file a motion to proceed *in forma pauperis* with this Court or pay the filing and docketing fees.

#### 4. **CERTIFICATE OF APPEALABILITY**

In all appeals from proceedings filed pursuant to 28 U.S.C. §§ 2254 or 2255, the appellant must obtain a certificate of appealability (COA) in order to seek review in the Court of Appeals. FRAP 22(b). A COA is also required for state prisoners appealing the denial of a 28 U.S.C. § 2241 petition.

- If the District Court denies a COA as to all issues, a COA from the Court of Appeals is required. 11th Cir. R. 22-1.
- If the district court denies a certificate of appealability, a party may seek a COA from this Court within 30 days of the later of the district court's denial of a COA or the filing of the notice of appeal. 11th Cir. R. 22-1(a).
- If no application for a COA is filed within that 30-day period, this Court will construe a timely notice of appeal as a request for COA. 11th Cir. R. 22-1(a).

#### 5. **TRANSCRIPT ORDER FORM**

In order to make a hearing in the District Court a part of the record on appeal, the hearing must be transcribed.

- Fill out the Transcript Order Form and include the date of the hearing and the name of the court reporter who reported the hearing.

- A copy of the form must be sent to the court reporter, filed with the District Court Clerk, and served on opposing counsel.
- Forms for ordering transcripts are available from the District Court clerk and are available on this Court’s website: [www.ca11.uscourts.gov](http://www.ca11.uscourts.gov)

## 6. TRANSCRIPTS AT GOVERNMENT EXPENSE

Having *in forma pauperis* status in civil appeals does not automatically entitle you to transcripts at government expense.

- You must first file a motion for transcripts in the District Court.
- If that motion is denied, you can file the same motion in the Court of Appeals.
- You may request transcripts at government expense only for hearings held in the District Court from which your case originated.

## 7. CERTIFICATE OF INTERESTED PERSONS (CIP)

For appeals, all appellants and petitioners must file a CIP within 14 days after the date the appeal is docketed in this court, or at the same time the party submits its first filing, whichever is earlier. (See attached CIP Form)

## 8. APPOINTMENT OF COUNSEL

If you have *in forma pauperis* status or can show that you are financially unable to obtain adequate representation, you may file a motion requesting that the Court appoint counsel to represent you. The motion must be served on the opposing party.

## 9. CERTIFICATE OF COMPLIANCE

You may be required to include with briefs and other papers a certificate of compliance (“CoC”) showing that your document does not exceed the applicable length limits. The general rules are set out below, but see the “Sample Certificate of Compliance” at the end of this document for additional information.

### **Briefs**

- CoC is **required** for briefs filed in reliance on a word or line limit
- CoC is **not required** for briefs filed in reliance on page limits

### **Motions, Responses, Replies, Petitions, and Answers**

- CoC is **required** if paper is produced using a computer (word limits apply)
- CoC is **not required** if paper is handwritten or typewritten (page limits apply)

### **Application for a Certificate of Appealability**

- CoC is required if a CoC would otherwise be required under FRAP 32(a)(7)(B). See 11th Cir. R. 22-2.

## **10. FILING A BRIEF *and* AN APPENDIX IN THIS COURT**

Your brief is the written argument of your case. As the appellant, you will file the first brief, or opening brief. The other side, the appellee, is given a chance to file a brief answering your arguments – the response brief. You will then have an opportunity to respond to the appellee's arguments in a reply brief.

The appendix contains copies of portions of the district court, bankruptcy court, Tax Court, or agency record that support your appeal, and it must be bound separately from the brief.

The Clerk's Office issues a notice telling you when your opening brief and appendix are due. Do not file an opening brief or appendix until you receive a due date from the Clerk's Office. Your appeal will be dismissed if you do not file your brief when it is due.

Filers using the ECF system are required to file briefs and appendices electronically and to provide the required number of paper copies of briefs and appendices.

### **BRIEF**

FRAP 28 and 32, along with 11th Cir. Rules 28-1, 28-3, and 28-5, contain the requirements for the content and form of a brief.

In general, paper copies of **briefs** should include:

- A durable cover, front and back, with the 11th Circuit's case number on the front
  - *The color of the covers of briefs are:*
    - *Brief of appellant -- blue*
    - *Brief of appellee -- red*
    - *Reply brief of appellant -- gray*
    - *Amicus brief -- green*
    - *Appellate intervenor -- green*
    - *Supplemental brief -- white*
  - *The color of the covers of briefs in a cross-appeal are:*
    - *Brief of appellant -- blue*
    - *Brief of appellee-cross-appellant -- red*
    - *Brief of cross-appellee and reply brief of appellant -- yellow*
    - *Reply brief of cross-appellant -- gray*
    - *Amicus brief -- green*
    - *Appellate intervenor -- green*
    - *Supplemental brief -- white*

- A Statement Regarding Oral Argument
- A Statement of the Facts of your case
- What the originating court decided
- The issues in your appeal
- The arguments you wish to present
- A statement of what relief you want from this Court – what you want this Court to do – and why
- Your signature. Briefs **must** be signed by each pro se appellant – you cannot sign on behalf of or for another appellant
- A Certificate of Service providing the name and address of the person(s) on whom you served the brief, if required by FRAP 25(d)

Your brief must meet the requirements of the FRAP and Circuit Rules. If it does not, the Clerk's Office will issue a notice of deficiency indicating which item(s) are missing and providing a specific amount of time in which to remedy the deficiency. Failure to timely file the corrections may result in the dismissal of your appeal. 11th Cir. R. 42-3.

11th Cir. R. 31-1 provides the time for filing and serving a brief:

- Appellant's opening brief is due 40 days after the record is deemed filed as provided in 11th Cir. R. 12-1.
- Appellee's response brief is due 30 days after service of the brief of the last appellant.
- Appellant's reply brief may be served and filed within 21 days after service of the last appellee's brief.

This filing should be made electronically by ECF filers, and non-ECF filers must file a single paper appendix.

At the conclusion of briefing, the Clerk will send a notice to each party directing the party to send to the Court two paper copies of the party's brief(s) within seven days of the notice. If the appeal is classed for oral argument, each party must send to the court an additional three paper copies of that party's brief(s) within seven days of the date of the notice from the Clerk that the appeal has been classed for oral argument.

All filers must serve the brief on opposing counsel.

Use of the ECF system does not modify the requirement that filers must provide to the court the required number of paper copies of a brief. The paper copies of briefs submitted by ECF filers must include the ECF docketing header from the electronically filed version of the brief.

## APPENDIX

11th Cir. Rules 30-1 and 30-2 contain the requirements for the contents of the appendix. Also see the *Instructions for Preparing an Appendix* at the end of this document.



Your appendix must meet the requirements of the federal rules. If it does not, the Clerk's Office will issue a notice of deficiency indicating which item(s) are missing and providing a specific amount of time in which to remedy the deficiency. Failure to timely file the corrections may result in the dismissal of your appeal. 11th Cir. R. 42-3.

The appendix is filed within 7 days of the filing of your opening brief. This filing should be made electronically by ECF filers, and non-ECF filers must file a single paper appendix.

At the conclusion of briefing, the clerk will send a notice directing that paper copies of each party's respective appendix be sent to the court within seven days of the notice. All parties who are required to file an appendix must send to the court two paper copies of the party's appendix, except that pro se parties who are required to file an appendix must send to the court one copy of the appendix. If the appeal is classed for oral argument, parties who are required to file an appendix must send an additional three paper copies of the appendix within seven days of the date of the notice from the clerk that the appeal has been classed for oral argument.

All filers must also serve the appendix on opposing counsel.

Use of the ECF system does not modify the requirement that filers must provide to the court the required number of paper copies of an appendix. ECF filers are encouraged to have the ECF docketing header from the electronically filed version of the appendix on the cover page for the paper copies of the appendix submitted to the Court.

In appeals from the **district court and the Tax Court**, the appendix should include the items required by FRAP 30(a)(1), which are:

- the relevant docket entries in the proceeding below;
- the relevant portions of the pleadings, charge, findings, or opinion;
- the judgment, order, or decision in question; and
- other parts of the record to which the parties wish to direct the court's attention.

Other than FRAP 30(a)(1), the requirements in FRAP 30 do not apply in this circuit.

Consistent with the requirements of FRAP 30(a)(1), the appendix must include:

- A durable *white* cover, front and back, with the 11th Circuit's case number on the front cover
- The lower court's docket sheet (District Court, Tax Court, or Bankruptcy Court)
- Indictment, information, or petition as amended
- Complaint, answer, response, counterclaim, cross-claim, and any amendments to those items
- Parts of any pretrial order relevant to the issues on appeal
- Judgment or order that is being appealed
- Any other orders of the lower court to be reviewed
- In an appeal pursuant to 28 U.S.C. § 2254, a copy of any state court rulings sought to be reviewed

- Findings of facts and conclusions of law
- Instructions to the jury if that is an issue on appeal
- Magistrate judge's report and recommendation when appealing the order of the district judge adopting the same
- Findings and conclusions of an administrative law judge if appealing an administrative agency determination
- Relevant parts of any document, such as an insurance policy, contract, agreement, or ERISA plan
- When an issue is raised concerning the guilty plea, the transcript of the guilty plea colloquy and any written plea agreement
- When an issue is raised concerning the sentence, the transcript of the sentencing proceeding, and the presentence investigation report (PSI) and addenda. If filed in paper, the PSI and addenda must be filed under seal in a separate envelope marked "SEALED" and labeled with the appeal number, short style, and a notation that a copy of a PSI is enclosed. If filed electronically, the PSI must be included as a separate sealed volume of the appendix
- Any other pleadings, affidavits, transcripts, filings, documents, or exhibits that you believe will be helpful to this Court in deciding the appeal

In **agency cases**, the appendix must include the items required by FRAP 30(a)(1), which are:

- the relevant docket entries in the proceeding below;
- the relevant portions of the pleadings, charge, findings, or opinion;
- the judgment, order, or decision in question; and
- other parts of the record to which the parties wish to direct the court's attention.

Other than FRAP 30(a)(1), the requirements in FRAP 30 do not apply in this circuit.

## **11. EXTENSIONS OF TIME TO FILE A BRIEF/APPENDIX**

If you need an extension of time in which to file your brief or appendix, you may request an extension in one of two ways:

- The Clerk's Office has the authority to grant one extension of up to 30 days via telephone. You may contact the case administrator assigned to your case and request an extension of up to 30 days.
- If you need more than 30 days, you must file a motion with the Clerk's Office. The motion must contain a statement of when the brief or appendix was originally due to be filed, and why the brief or appendix cannot be filed on time.
- The motion should contain a statement advising whether or not you have consent of opposing counsel, if possible.
- The motion for extension should be filed at least 7 days before the due date of the brief or appendix. 11th Cir. R. 31-2(c).

## 12. FILING MOTIONS

Any motion filed while your appeal is pending must specify the reason for the motion, the relief being sought from the Court, and the legal grounds for the relief. If your motion is being filed in paper, only the original needs to be filed. See 11th Cir. R. 27-1(a). The motion must be made in writing and must be served on all parties.

A motion will be treated as an emergency only when: 1) the motion will be moot unless a ruling is obtained within 7 days; AND 2) if the order sought to be reviewed is a district court order or action, the motion is being filed within 7 days of the filing of the district court order or action sought to be reviewed. If the motion does not meet these two criteria, it may be treated as “time sensitive.” 11th Cir. R. 27-1(b).

Any motion for reconsideration or clarification of an order of the Court must be filed within 21 days from the file date of the order. No additional time is allowed for mailing.

## 13. PETITIONS FOR REHEARING

If you think the Court’s final decision on the merits of your case is incorrect, you may file a petition for rehearing **within 21 days of the entry of the judgment (or 45 days if your case is a civil case and there is a federal participant)**. No additional time is allowed for mailing. Unless you are incarcerated or filing electronically, the petition must be physically received in the Clerk’s Office on the due date. 11th Cir. R. 40-3.

- You must have a legal basis to support your belief that the Court’s final decision was incorrect; it is not enough to simply disagree with the outcome.
- Number of copies:
  - Panel Rehearing – original and 3 copies; white covers
  - Rehearing En Banc – original and 3 copies; white covers

Use of the ECF system does not modify the requirement that filers must provide to the Court the required number of paper copies of a petition for rehearing.

If you do not file a petition for rehearing in this Court, you may file a petition for a writ of certiorari directly in the United States Supreme Court. Consult the Supreme Court’s Rules before filing a petition for writ of certiorari.

# **FORMS**

1. Motion for Permission to Appeal In Forma Pauperis and Affidavit
2. Certificate of Interested Persons Form
3. Eleventh Circuit Transcript Order Form
4. Pro Se Certificate of Service Form
5. Briefing Checklist
6. Sample Shell Brief
7. Instructions for Preparing an Appendix
8. Sample Shell Appendix
9. Motion Form
10. Sample Certificate of Compliance

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V.

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**Instructions:** Complete all questions in this application and then sign it. Do not leave any blanks: if the answer to a question is “0,” “none,” or “not applicable (N/A),” write in that response. If you need more space to answer a question or to explain your answer, attach a separate sheet of paper identified with your name, your case’s docket number, and the question number.

I swear or affirm under penalty of perjury that, because of my poverty, I cannot prepay the docket fees of my appeal or post a bond for them. I believe I am entitled to redress. I swear or affirm under penalty of perjury under United States laws that my answers on this form are true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621.)

[illegible]

2. For both you and your spouse, estimate the average amount of money received from each of the following sources during the past 12 months. Adjust any amount that was received weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate. Use gross amounts, that is, amounts before any deductions for taxes or otherwise.

Income Source	Average monthly amount during the past 12 months		Amount expected next month	
	You	Spouse	You	Spouse
Employment	\$ _____	\$ _____	\$ _____	\$ _____
Self-employment	\$ _____	\$ _____	\$ _____	\$ _____
Income from real property (such as rental income)	\$ _____	\$ _____	\$ _____	\$ _____
Interests and dividends	\$ _____	\$ _____	\$ _____	\$ _____
Gifts	\$ _____	\$ _____	\$ _____	\$ _____
Alimony	\$ _____	\$ _____	\$ _____	\$ _____
Child support	\$ _____	\$ _____	\$ _____	\$ _____
Retirement (such as Social Security, pensions, annuities, insurance)	\$ _____	\$ _____	\$ _____	\$ _____
Disability (such as Social Security, insurance payments)	\$ _____	\$ _____	\$ _____	\$ _____
Unemployment payments	\$ _____	\$ _____	\$ _____	\$ _____
Public-assistance (such as welfare)	\$ _____	\$ _____	\$ _____	\$ _____
Other (specify): _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total monthly income:</b>	\$ _____	\$ _____	\$ _____	\$ _____

3. List your employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

Employer	Address	Dates of Employment	Gross Monthly Pay
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List your spouse's employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

_____	_____	_____	_____
_____	_____	_____	_____

5. How much cash do you and your spouse have? \$ \_\_\_\_\_

Below, state any money you or your spouse have in bank accounts or in any other financial institution.

Financial Institution	Type of Account	Amount you have	Amount your spouse has
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

**If you are a prisoner seeking to appeal a judgment in a civil action or proceeding, you must attach a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months in your institutional accounts. If you have multiple accounts, perhaps because you have been in multiple institutions, attach one certified statement of each account.**

6. *List the assets, and their values, which you own or your spouse owns. Do not list clothing and ordinary household furnishings.*

<b>Home (Value)</b>	<b>Other Real Estate (Value)</b>	<b>Motor Vehicle #1 (Value)</b>
_____	_____	Make & Year: _____
_____	_____	Model: _____
_____	_____	Registration #: _____
<b>Other Assets (Value)</b>	<b>Other Assets (Value)</b>	<b>Motor Vehicle #2 (Value)</b>
_____	_____	Make & Year _____
_____	_____	Model: _____
_____	_____	Registration #: _____

7. *State every person, business, or organization owing you or your spouse money, and the amount owed.*

Person owing you or your spouse money	Amount owed to you	Amount owed to your spouse
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. State the persons who rely on you or your spouse for support.

Name [or, if under 18, initials only]	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Estimate the average monthly expenses of you and your family. Show separately the amounts paid by your spouse. Adjust any payments that are made weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate.

	You	Your Spouse
For home-mortgage payment (include lot rented for mobile home)	\$ _____	\$ _____
Are real-estate taxes included? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Is property insurance included? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Utilities (electricity, heating fuel, water, sewer, and telephone)	\$ _____	\$ _____
Home maintenance (repairs and upkeep)	\$ _____	\$ _____
Food	\$ _____	\$ _____
Clothing	\$ _____	\$ _____
Laundry and dry-cleaning	\$ _____	\$ _____
Medical and dental expenses	\$ _____	\$ _____
Transportation (not including motor vehicle payments)	\$ _____	\$ _____
Recreation, entertainment, newspapers, magazines, etc.	\$ _____	\$ _____
Insurance (not deducted from wages or included in mortgage payments)	\$ _____	\$ _____
Homeowner's or renter's	\$ _____	\$ _____
Life	\$ _____	\$ _____
Health	\$ _____	\$ _____
Motor Vehicle	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
Taxes (not deducted from wages or included in mortgage payments) (specify): _____	\$ _____	\$ _____
Installment payments	\$ _____	\$ _____
Motor Vehicle	\$ _____	\$ _____
Credit card (name): _____	\$ _____	\$ _____
Department store (name): _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____



Alimony, maintenance, and support paid to others	\$ _____	\$ _____
Regular expenses for operation of business, profession, or farm (attach detailed statement)	\$ _____	\$ _____
Other (specify): _____	\$ _____	\$ _____
<b>Total monthly expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>

10. *Do you expect any major changes to your monthly income or expenses or in your assets or liabilities during the next 12 months?*

☐ Yes ☐ No      If yes, describe on an attached sheet.

11. *Have you spent – or will you be spending – any money for expenses or attorney fees in connection with this lawsuit?*

☐ Yes ☐ No      If yes, how much: \$ \_\_\_\_\_

12. *Provide any other information that will help explain why you cannot pay the docket fees for your appeal.*

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13. *State the city and state of your legal residence.* \_\_\_\_\_

Your daytime phone number: (\_\_\_\_\_) \_\_\_\_\_

Your age: \_\_\_\_\_ Your years of schooling: \_\_\_\_\_

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**ELEVENTH CIRCUIT TRANSCRIPT ORDER FORM**  
*Provide all required information and check the appropriate box(es)*

**PART I. Transcript Information**

*Within 14 days of the filing of the notice of appeal, the appellant **must** complete Part I and file this form in **two places**: the District Court **AND** the Court of Appeals for all cases. 11th Cir. R. 10-1.*

**Case Information:**

Short Case Style: \_\_\_\_\_ vs \_\_\_\_\_

District Court No.: \_\_\_\_\_ Date Notice of Appeal Filed: \_\_\_\_\_

Court of Appeals No. (if available): \_\_\_\_\_

**Transcript Order Information:**

- ☐ No hearing    ☐ No transcript is required for appeal purposes    ☐ All necessary transcript(s) already on file  
☐ I am ordering a transcript of the following proceedings:

\_\_\_\_\_ HEARING DATE(S) / JUDGE/MAGISTRATE / COURT REPORTER NAME(S)

☐ Pre-Trial Proceedings \_\_\_\_\_

☐ Trial \_\_\_\_\_

☐ Sentence \_\_\_\_\_

☐ Plea \_\_\_\_\_

☐ Other \_\_\_\_\_

**Criminal Appeals:**

In a criminal appeal, if the appellant pleaded guilty and intends to raise an issue regarding the guilty plea, the record must include a transcript of the guilty plea colloquy, and if the appellant intends to raise an issue regarding the sentence, the record must include a transcript of the sentencing hearing. ***If such transcripts are not ordered, you must check the appropriate box(es) below:***

Transcript of Guilty Plea Colloquy

- ☐ A transcript of the guilty plea colloquy is already on file.  
☐ A transcript of a guilty plea colloquy is not being ordered and is not already on file, and I certify that no issue regarding a guilty plea will be raised in a merits brief in this appeal.

Transcript of Sentencing Hearing

- ☐ A transcript of the sentencing hearing is already on file.  
☐ A transcript of the sentencing hearing is not being ordered and is not already on file, and I certify that no issue regarding sentencing will be raised in a merits brief in this appeal.

**Note: Counsel who seek leave to withdraw pursuant to *Anders v. California*, 386 U.S. 738 (1967), must ensure the record contains transcripts of all relevant proceedings. See 11th Cir. R. 27-1(a)(8).**

## **Financial Arrangements:**

- ☐ I certify that I have made satisfactory arrangements with the Court Reporter(s) for paying the cost of the transcript(s).
- ☐ **Criminal Justice Act:** My completed AUTH-24 for government payment of transcripts has been uploaded in eVoucher and is ready for submission to the magistrate judge or district judge [if appointed by the district court] or to the circuit judge [if ordered by or appointed by the circuit court]. [A transcript of the following proceedings will be provided ***only if specifically authorized*** in Item 13 on the AUTH-24: Voir Dire; Opening and Closing Statements of Prosecution and Defense; Prosecution Rebuttal; Jury Instructions.]

Ordering Counsel/Party: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

- ☐ **I certify that I have completed and filed Part I with the District Court AND the Court of Appeals, served all parties, AND sent a copy to the appropriate Court Reporter(s) if ordering a transcript. 11th Cir. R. 10-1.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Attorney for: \_\_\_\_\_

## **PART II. Court Reporter Acknowledgment**

*Within 14 days of receipt, the Court Reporter **must** complete this section, file this form with the District Court, AND send a copy of this form to the Court of Appeals and all parties. The transcript must be filed within 30 days of the date satisfactory arrangements for paying the cost of the transcript were made unless the Court Reporter obtains an extension of time to file the transcript.*

Date Transcript Order received: \_\_\_\_\_

- ☐ Satisfactory arrangements for paying the cost of the transcript were made on: \_\_\_\_\_
- ☐ Satisfactory arrangements for paying the cost of the transcript have not been made.

No. of hearing days: \_\_\_\_\_

Estimated no. of transcript pages: \_\_\_\_\_

Estimated filing date: \_\_\_\_\_

- ☐ **I certify that I have completed and filed Part II with the District Court AND sent a copy of this form to the Court of Appeals and all parties.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## **PART III. Notification That Transcript Has Been Filed In District Court**

*On the date the transcript is filed in the district court, the Court Reporter **must** complete this section, file this form with the District Court, AND send a copy of this form to the Court of Appeals.*

- ☐ **I certify that the transcript has been completed and filed with the district court on (date): \_\_\_\_\_ AND that I have sent a copy of this form to the Court of Appeals.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

U.S. COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

CERTIFICATE OF SERVICE

*(Use this form only if service is being made other than through the Court's electronic-filing system.)*

\_\_\_\_\_ vs. \_\_\_\_\_ Appeal No. \_\_\_\_\_

FRAP 25(b) through (d) require that at or before the time of filing a paper, a party must serve a copy on the other parties to the appeal or review. Unless the document is being served through the Court's electronic-filing system, the person making service must certify that the other parties have been served, indicating the date and manner of service, the names of the persons served, and their addresses. **You may use this form to fulfill this requirement.**

***Please type or print legibly.***

I hereby certify that on (date) \_\_\_\_\_, a true and correct copy of the

foregoing (title of filing) \_\_\_\_\_ has been (check one):

- ☐ sent by mail, postage prepaid
- ☐ deposited in the prison's internal mailing system with first-class postage prepaid
- ☐ sent by electronic means with the consent of the person being served
- ☐ other (specify manner of service) \_\_\_\_\_

and properly addressed to the persons whose names and addresses are listed below:

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\_\_\_\_\_  
Your Name (please print)

\_\_\_\_\_  
Your Signature

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## BRIEFS CHECKLIST

Appeal Number: \_\_\_\_\_

[ ] All parties, including ECF filers, must file the number of paper copies of the briefs specified in the notice(s) from the Clerk.

<b>FORMAT</b>	<b>Appellant (Includes <i>Anders</i>)</b>	<b>Appellee</b>	<b>Aple/X-Aplt Opening</b>	<b>Aplt/X-Aple Response</b>	<b>Reply</b>	<b>Amicus (Merits)</b>	<b>Amicus (Rehearing)</b>
<b>Cover Colors</b>	<b>Blue</b>	<b>Red</b>	<b>Red</b>	<b>Yellow</b>	<b>Gray</b>	<b>Green</b>	<b>Green</b>
<b>Securely Bound, No Exposed Metal (Spiral or Wire-Bound Preferred)</b>							
<b>Durable Covers</b>							
<b>Length (Page/Word/Line)</b>	<b>30/13,000/1,300</b>	<b>30/13,000/1,300</b>	<b>35/15,300/1,500</b>	<b>30/13,000/1,300</b>	<b>15/6,500/650</b>	<b>Half of Principal Brief</b>	<b>2,600 Words</b>
<b>Pages Numbered</b>							
<b>Typeface (14 pt. proportional or 10.5/inch)</b>							
<b>Type Style (plain, roman)</b>							
<b>Double Spacing (except quotes, headings, footnotes)</b>							
<b>Margins (1 inch all 4 sides)</b>							
<b><u>CONTENTS</u></b> <b>Cover Page:</b> <b>Court Name/Case #</b> <b>Title of the Case</b> <b>Appealed From</b> <b>Title of Brief/Who Filed</b> <b>Attorney Information</b>						An amicus brief must comply with the requirements of FRAP 29(a)(4)	An amicus brief must comply with the requirements of FRAP 29(a)(4)
<b>Certificate of Interested Persons (CIP)</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>		
<b>Statement Regarding Oral Argument</b>	<b>Wants O/A?</b>	<b>Wants O/A?</b>	<b>Wants O/A?</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
<b>Table of Contents (w/page references)</b>							
<b>Table of Citations (w/page references)</b>							
<b>Statement re Adoption (option)</b>							
<b>Statement of Jurisdiction</b>		<b>Optional</b>		<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
<b>*Statement of the Issues</b>		<b>Optional</b>		<b>NO</b>	<b>NO</b>		
<b>Statement of the Case</b>		<b>Optional</b>	<b>**</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
<b>Summary of the Argument</b>				<b>NO</b>	<b>NO</b>		
<b>Argument/Citations of Auth.</b>							
<b>Conclusion</b>				<b>NO</b>	<b>NO</b>		
<b>Certificate of Compliance (not required unless principal brief&gt;30, reply&gt;15)</b>							
<b>Certificate of Service (if required by FRAP 25(d))</b>							
<b>E-file Brief</b>							

\*Page and type-volume limitations begin here and continue through Conclusion.

Rev.: 12/25

\*\*Required, but need not include the course of proceedings and dispositions below, or a statement of facts, if satisfied with the appellant's statement.

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**The contents of a brief are set out in  
FRAP 28 and the accompanying Eleventh Circuit Rules.**

**No. [Insert 11th Circuit Case Number]**

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**IN THE UNITED STATES COURT OF APPEALS  
FOR THE ELEVENTH CIRCUIT**

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[Insert Name(s) of Plaintiff(s)],

*Plaintiff-Appellant [or Plaintiff-Appellee, or Petitioner],*

v.

[Insert Name(s) of Defendant(s)]

*Defendant-Appellee [or Defendant-Appellant, or Respondent].*

Appeal [or Petition for Review] from the United States District Court  
for the [\_\_\_\_] District of [\_\_\_\_] [or Agency or Board]

No. [insert district court case number]

---

**APPELLANT’S OPENING BRIEF  
[OR APPELLEE’S ANSWER BRIEF\*]  
[OR APPELLANT’S REPLY BRIEF\*]**

---

[Name of Counsel or Pro Se Party]  
[Office Address of Counsel or Pro Se Party]  
[Telephone # of Counsel or Pro Se Party]

*Attorneys for Appellant [or Appellee]*  
[Insert Client’s Name(s)]

---

\*See footnote 2 on page vi of this document.

## **Statement Regarding Oral Argument**

[Include a short statement of whether or not oral argument is desired, and if so, the reasons why oral argument should be heard.]

[Brief Formatting]: The text must be double-spaced, but quotations more than two lines long may be indented and single-spaced. Headings and footnotes may be single-spaced. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there.].

[Font]: Either a proportionally spaced or a monospaced face may be used. A proportionally spaced face must include serifs, but sans-serif type may be used in headings and captions. A proportionally spaced face must be 14-point or larger, while a monospaced face may not contain more than 10 1/2 characters per inch.]

[Type Styles]: A brief must be set in a plain, roman style, although italics or boldface may be used for emphasis. Case names must be italicized or underlined.]

## Table Of Contents

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Statement of the Case .....	2
Summary of the Argument .....	4
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B.    [Insert appropriate subheading for the subargument on the first issue, if necessary] .....	5
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## Table of Citations

[Include the locations in the brief of citations, and include asterisks in the margin identifying the citations upon which the party primarily relies. Citations must comply with the rules of citation in the latest edition of either the “Bluebook” (*A Uniform System of Citation*) or the “ALWD Guide” (*Association of Legal Writing Directors’ Guide to Legal Citation*).]

### Cases

### Page(s)

[Insert all cases cited in the brief in alphabetical order by case name. Identify all pages in the brief where the case appears.]

*example:*

* <i>Bell Atlantic Corp. v. Twombly</i> , 550 U.S. 558 (2007) .....	6, 8, 10
<i>Berke v. Bloch</i> , 242 F.3d 131 (3d Cir. 2001) .....	1, 7

### Statutes

[Insert all statutes cited in the brief in numerical order by U.S. Code title and section.]

*example:*

28 U.S.C. § 1292 .....	6, 8, 10
42 U.S.C. § 1983 .....	1

## **Regulations**

*example:*

8 C.F.R. § 1001(a) .....	1
--------------------------	---

## **Rules**

*example:*

FRAP 4(a)(1)(A).....	2
FRCP 12(b)(6) .....	3, 6, 10

## **Other Authorities**

*example:*

Restatement (Second) of Torts § 1216 .....	6
Black’s Law Dictionary (8th ed. 1999) .....	9

### **Statement Regarding Adoption [optional]**

[A party who adopts by reference any part of the brief of another party pursuant to FRAP 28(i) must include a statement describing in detail which briefs and which portions of those briefs are adopted. The adoption by reference of any part of the brief of another party pursuant to FRAP 28(i) does not fulfill the obligation of a party to file a separate brief which conforms to 11th Cir. R. 28-1, except upon written motion granted by the court.]



## **Jurisdictional Statement<sup>1</sup>**

[The jurisdictional statement must contain: (1) the basis for the district court's or agency's subject-matter jurisdiction, with citations to applicable statutory provisions and stating relevant facts establishing jurisdiction; (2) the basis for the court of appeals' jurisdiction, with citations to applicable statutory provisions and stating relevant facts establishing jurisdiction; (3) the filing dates establishing the timeliness of the appeal or petition for review; and (4) an assertion that the appeal is from a final order or judgment that disposes of all parties' claims, or information establishing the court of appeals' jurisdiction on some other basis]

---

<sup>1</sup> An appellee's brief need not contain a Jurisdictional Statement, Statement of the Issues, or Statement of the Case if the appellee is satisfied with the appellant's statement.

A reply brief need only contain a cover page, Table of Contents, Table of Citations, Argument and Citations of Authority, Certificate of Compliance (if required), and a Certificate of Service (if required).

## **Statement of the Issue(s)**

[Identify the issue(s) you are presenting to the Court.]

*example:*

- I. Whether the district court abused its discretion by imposing a substantively unreasonable sentence

## Statement of the Case

[In the statement of the case, as in all other sections of the brief, every assertion regarding matter in the record shall be supported by a reference to the record, as described in 11th Cir. R. 28-5. The statement of the case shall briefly recite the nature of the case and shall then include:

(i) the course of proceedings and dispositions in the court below. **In criminal appeals, counsel must state whether the party they represent is incarcerated;**

(ii) a statement of the facts. A proper statement of facts reflects a high standard of professionalism. It must state the facts accurately, those favorable and those unfavorable to the party. Inferences drawn from facts must be identified as such;

(iii) a statement of the standard or scope of review for each contention. For example, where the appeal is from an exercise of district court discretion, there shall be a statement that the standard of review is whether the district court abused its discretion. The appropriate standard or scope of review for other contentions should be similarly indicated, *e.g.*, that the district court erred in formulating or applying a rule of law; or that there is insufficient evidence to support a verdict; or that fact findings of the trial judge are clearly erroneous under Fed. R. Civ. P. 52(a); or that there is a lack of substantial evidence in the record as a whole to

support the factual findings of an administrative agency; or that the agency's action, findings and conclusions should be held unlawful and set aside for the reasons set forth in 5 U.S.C. § 706(2).]

### **Summary of the Argument**

[The opening briefs of the parties must contain a summary of argument, suitably paragraphed, which should be a clear, accurate and succinct condensation of the argument actually made in the body of the brief. It should not be a mere repetition of the headings under which the argument is arranged. It should seldom exceed two and never five pages.]

## **Argument**

[The argument must contain: (1) appellant's contentions and the reasons for them, with citations to the authorities and parts of the record on which the appellant relies; and (2) for each issue, a concise statement of the applicable standard of review (which may appear in the discussion of the issue or under a separate heading placed before the discussion of the issues)]

## **Conclusion**

[Insert a short conclusion stating the precise relief sought from the Court.]

Date: [insert date]

[Insert Counsel's name or firm name]

[insert name of party or counsel filing brief]  
[insert name(s) party or counsel]

*Attorneys for Appellant [insert name of client]*

### **Certificate Of Compliance**

[Include a Certificate of Compliance if required by FRAP 32(g).]

### **Certificate Of Service**

[Include a Certificate of Service if required by FRAP 25(d), which generally requires proof of service if the brief is being served “other than through the court’s electronic-filing system.”]

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## INSTRUCTIONS FOR PREPARING AN APPENDIX

See 11th Cir. Rules 30-1 and 30-2

Required Contents of Appendix. Within seven days of filing appellant's or petitioner's principal brief, the appellant or petitioner must file an **Appendix** containing those items required by FRAP 30(a)(1), which are:

- the relevant docket entries in the proceeding below;
- the relevant portions of the pleadings, charge, findings, or opinion;
- the judgment, order, or decision in question; and
- other parts of the record to which the parties wish to direct the court's attention.

Other than FRAP 30(a)(1), the requirements in FRAP 30 do not apply in this circuit.

Consistent with the requirements of FRAP 30(a)(1), this Court has determined that the following items are either relevant docket entries or relevant portions of the record in appeals from district courts and the tax court and thus must be included in the appendix:

(1) the district court or tax court docket sheet, including, in bankruptcy appeals, the bankruptcy court docket sheet;

(2) in an appeal in a criminal case, the indictment, information, or petition as amended;

(3) in an appeal in a civil case, the complaint, answer, response, counterclaim, cross-claim, and any amendments to such items;

(4) those parts of any pretrial order relevant to the issues on appeal;

(5) the judgment or interlocutory order appealed from;

(6) any other order or orders sought to be reviewed, including, in bankruptcy appeals, the order(s) of the bankruptcy court appealed to the district court;

(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. This requirement applies whether or not the state court opinions and orders are contained in the district court record;

(8) any supporting opinion, findings of fact and conclusions of law filed or delivered orally by the court;

(9) if the correctness of a jury instruction is in issue, the instruction in question and any other relevant part of the jury charge;

(10) a magistrate's report and recommendation, when appealing a court order adopting same in whole or in part;

(11) findings and conclusions of an administrative law judge, when appealing a court order reviewing an administrative agency determination involving same;

(12) the relevant parts of any document, such as an insurance policy, contract, agreement, or ERISA plan, whose interpretation is relevant to the issues on appeal;

(13) in an appeal in a criminal case in which any issue is raised concerning the guilty plea, the transcript of the guilty plea colloquy and any written plea agreement;

(14) in an appeal in a criminal case in which any issue is raised concerning the sentence, the transcript of the sentencing proceeding and the presentence investigation report (PSI) and addenda. If filed in paper, the PSI and addenda must be filed under seal in a separate envelope marked "SEALED" and labeled with the appeal number, short style, and a notation that a copy of a PSI is enclosed. If filed electronically, the PSI must be included as a separate sealed volume of the appendix; and

(15) any other pleadings, affidavits, transcripts, filings, documents, or exhibits that any one of the parties believes will be helpful to this Court in deciding the appeal.

Except as otherwise permitted by section (7) above, under no circumstances should a document be included in the appendix that was not submitted to the trial court.

Appellee's or Respondent's Supplemental Appendix. Within seven days of filing appellee's or petitioner's principal brief, appellee or respondent must file a **Supplemental Appendix** if the initial brief references parts of the record not contained in initial Appendix, or if the appellee or respondent believes that initial Appendix is deficient.

- The Supplemental Appendix should not duplicate any documents in the initial Appendix.

Appellee or Respondent Must Submit an Appendix in an Appeal by an Incarcerated Pro Se Party. In an appeal or agency case with an incarcerated pro se party, the appellee or respondent must submit an Appendix that includes the specific pages of any record materials (if materials are sealed, please follow instructions for Presentence Investigation Reports) referred to in the argument section of appellee's or petitioner's brief and those referred to in the argument section of the appellant's or petitioner's brief that are relevant to the resolution of an issue on appeal.

Appellant's Reply Brief. Within seven days of filing appellant's reply brief, appellant must file a **Supplemental Appendix** if the reply brief references parts of the record not contained in the appendix previously filed by any party.

Appendices in Appeals with Multiple Appellants or Appellees. In an appeal with multiple appellants or appellees, including consolidated appeals, any number of appellants or appellees may file a **Joint Appendix** or a **Joint Supplemental Appendix** and are strongly urged to do so. A party need not duplicate any material contained in the appendix filed by another party.

Appendices in Cross-Appeals. Appellant must file an Appendix as described above. Appellee/Cross-Appellant must file a Supplemental Appendix that includes record materials referred to in the argument section of its brief or relevant to the issues raised on cross-appeal, but need not duplicate any material contained in the appellant's Appendix. Within seven days of filing its second brief, Appellant/Cross-Appellee must file a Supplemental Appendix if the brief references parts of the record not contained in the appendix previously filed by any party.

Form of the Appendix and Supplemental Appendix. The Appendix must be labeled Appendix or Supplemental Appendix, as appropriate. The Appendix must conform to the requirements of 11th Cir. Rules 30-1 and 30-2, including the following:

- 1) The first item in the Appendix must be an **Index** (see attached sample).
- 2) The second item in the Appendix must be the **district court or tax court docket sheet** including, in bankruptcy appeals, the **bankruptcy court docket sheet**, or in **agency cases**, the **relevant docket entries** in the proceeding below.
- 3) All other documents in the Appendix must be arranged chronologically by date of entry into the record.

- 4) The last document in the Appendix must be a **certificate of service** if required by FRAP 25(d).
- 5) Standard commercially-available indexing tabs or their equivalent that extend beyond the edge of the page should be staggered in sequence from top to bottom along the right-hand side.
  - Tab numbers should correspond to the original document numbers assigned by the originating court or agency and noted on the originating court or agency docket sheet.
  - The originating court or agency docket sheet should also be tabbed and identified.
  - For electronic appendices filed by counsel, separator pages showing the appropriate tab numbers should be used in place of indexing tabs.
- 6) If the Appendix exceeds 250 sheets of paper, it must be filed in multiple volumes, with each volume containing no more than 250 sheets of paper; when multiple volumes are filed, the Index must indicate the volume in which a document is located.

Time for Filing. A party must file an appendix or supplemental appendix within seven days of filing the party's brief, except that an incarcerated pro se party is not required to file an appendix. This filing should be made electronically by ECF filers, and non-ECF filers must file a single paper appendix. Where multiple parties are on one side of an appeal, they are strongly urged to file a joint appendix.

Number of Paper Copies.

- At the conclusion of briefing, the clerk will send a notice directing that paper copies of each party's respective appendix be sent to the court within seven days of the notice. All parties who are required to file an appendix must send to the court two paper copies of the party's appendix, except that pro se parties who are required to file an appendix must send to the court one copy of the appendix.
- If the appeal is classed for oral argument, all parties who are required to file an appendix must send an additional three paper copies of the appendix within seven days of the date of the notice from the clerk that the appeal has been classed for oral argument.

- Parties who have filed a joint appendix should coordinate so that duplicate paper copies of the joint appendix are not sent to the Court.
- For filers using the ECF system, the electronically filed appendix is the official record copy of the appendix. However, use of the ECF system does not modify the requirement that filers must provide to the Court the required number of paper copies of the appendix. ECF filers are encouraged to have the ECF docketing header from the electronically filed version of the appendix on the cover page for the paper copies of the appendix submitted to the Court.

#### Electronic Appendices

- ECF Filers should upload the appendix as a single docket event, with separate PDF attachments for each volume of the appendix. If a volume is too large to be uploaded as a single PDF, that volume should be uploaded as separate PDFs and labeled accordingly (e.g., Vol. 1, Part 1 of 2, Vol. 1, Part 2 of 2, Vol. 2, Vol. 3).

#### Filing an Appendix or Portions of an Appendix Containing Documents Filed Under Seal in the Court from which an Appeal is Taken.

- A motion to seal is not required.
- ECF filers must include the sealed documents as a separate volume of the appendix filed using the appropriate sealed docket event. Generally, the Sealed Appendix event will be the appropriate event, but the Sealed PSI event may be used if the only sealed document in the appendix is the PSI and addenda.

## 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, if required by FRAP 25(d)

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 of Paper Copies Required:

- ☐ Prisoner Pro Se: None
- ☐ All Other Parties: Number Specified in the Clerk's Notice(s)
- ☐ Filers using the ECF system must also provide paper copies; ECF filers are encouraged to have the ECF docketing header from the electronically filed version of the appendix on the cover page for the paper copies submitted to the Court.

## APPENDIX CHECKLIST

### CRIMINAL CASES

Required Contents. In an appeal in a criminal case, the appellant must file an Appendix containing:

- ☐ 1. Index
- ☐ 2. District Court docket sheet

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

- ☐ 3. Indictment, information, or petition as amended
- ☐ 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
- ☐ 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. Relevant parts of any document whose interpretation is central to the issues on appeal
- ☐ 11. If any issue concerns the guilty plea, the transcript of the guilty plea colloquy and any written plea agreement
- ☐ 12. If any issue concerns the sentence, the transcript of the sentencing proceeding, and the presentence investigation report and addenda, under seal in a separate envelope
- ☐ 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, if required by FRAP 25(d)

Form:

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

Number of Paper Copies Required:

- ☐ Prisoner Pro Se: None
- ☐ All Other Parties: Number Specified in the Clerk's Notice(s)
- ☐ Filers using the ECF system must also provide paper copies; ECF filers are encouraged to have the ECF docketing header from the electronically filed version of the appendix on the cover page for the paper copies submitted to the Court.

## 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.

Form:

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

Number of Paper Copies Required:

- ☐ Prisoner Pro Se: None
- ☐ All Other Parties: Number Specified in the Clerk's Notice(s)
- ☐ Filers using the ECF system must also provide paper copies; ECF filers are encouraged to have the ECF docketing header from the electronically filed version of the appendix on the cover page for the paper copies submitted to the Court.



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**The contents of an appendix are set out in  
11th Cir. Rules 30-1 and 30-2.**

**No. [Insert 11th Circuit Case Number]**

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**IN THE UNITED STATES COURT OF APPEALS  
FOR THE ELEVENTH CIRCUIT**

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[Insert Name(s) of Plaintiff(s)],

*Plaintiff-Appellant [or Plaintiff-Appellee, or Petitioner],*

v.

[Insert Name(s) of Defendant(s)]

*Defendant-Appellee [or Defendant-Appellant, or Respondent].*

Appeal [or Petition for Review] from the United States District Court  
for the [\_\_\_\_] District of [\_\_\_\_] [or Agency or Board]

No. [insert district court case number]

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**APPELLANT’S APPENDIX  
[OR APPELLEE’S SUPPLEMENTAL APPENDIX]**

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[Name of Counsel or Pro Se Party]  
[Office Address of Counsel or Pro Se Party]  
[Telephone # of Counsel or Pro Se Party]

*Attorneys for Appellant [or Appellee]*  
[Insert Client’s Name(s)]

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## **Certificate Of Service**

[Include a Certificate of Service if required by FRAP 25(d), which generally requires proof of service if the appendix is being served “other than through the court’s electronic-filing system.”]

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UNITED STATES COURT OF APPEALS  
FOR THE ELEVENTH CIRCUIT

**Case Number:**

**Case Caption:**

Appeal from the District Court for the  
(insert the originating court here; *example*- Middle District of Florida)

Title/Description of Motion:

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Grounds and Relief Sought:

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Name  
Street Address  
City, State Zip Code  
Telephone Number

*This form should be accompanied by the following statements:*

*Certificate of Interested Persons/Corporate Disclosure Statement (11th Cir. Rule 26.1)*

*Certificate of Compliance (if your motion is produced using a computer) [FRAP 32(g)]*

*Certificate of Service (if required by FRAP 25(d))*

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## SAMPLE CERTIFICATE OF COMPLIANCE

### *General Information*

A **certificate of compliance (“CoC”)** is **required whenever a word limit or line limit is used**, except for the word limit for supplemental authorities in FRAP 28(j). In computing the limits, the items listed in FRAP 32(f) may be excluded. You may rely on the word or line count of the word-processing system used to prepare the document.

### **Briefs**

- CoC is **required** for briefs filed in reliance on a word or line limit
- CoC is **not required** for briefs filed in reliance on page limits

CoC is required for a brief submitted under:

- FRAP 28.1(e)(2), 29(b)(4), or 32(a)(7)(B); or
- FRAP 29(a)(5) (if length is computed using a word or line limit).

### **Motions, Responses, Replies, Petitions, and Answers**

- CoC is **required** if paper is produced using a computer (word limits apply)
- CoC is **not required** if paper is handwritten or typewritten (page limits apply)

CoC is required for a paper produced using a computer under:

- FRAP 5(c)(1) (a petition for permission to appeal, cross-petition, and any answer),
- FRAP 21(d)(1) (a petition for a writ of mandamus or prohibition, or other extraordinary writ, and any answer),
- FRAP 27(d)(2)(A) (a motion or response to a motion),
- FRAP 27(d)(2)(C) (a reply to a motion),
- FRAP 35(b)(2)(A) (a petition for an en banc hearing or rehearing), or
- FRAP 40(b)(1) (a petition for panel rehearing).

### **Application for a Certificate of Appealability**

- CoC is required if a CoC would otherwise be required under FRAP 32(a)(7)(B).  
See 11th Cir. R. 22-2.

**A sample certificate of compliance is on the next page.**

**CERTIFICATE OF COMPLIANCE WITH TYPE-VOLUME LIMIT,  
TYPEFACE REQUIREMENTS, AND TYPE-STYLE REQUIREMENTS**

*Check the appropriate box in section 1, and check the box in section 2.*

**1. Type-Volume**

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**or**

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excluding the parts of the brief exempted by FRAP 32(f) and \_\_\_\_\_  
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typeface and contains \_\_\_\_\_ lines of text.

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(s) \_\_\_\_\_

Attorney for \_\_\_\_\_

Dated: \_\_\_\_\_