

PREPARING AN APPENDIX

Make copies of the documents that are related to the appeal. You cannot include any documents that were not part of the superior court proceedings. Photocopy on one side only, on recycled paper.

The appendix must include the following items:

- A chronological index of all of the items in the appendix (8.124 Appendix).
- An alphabetical index of all of the items in the appendix (8.124 Appendix).
- All documents necessary for the consideration of issues in the appeal.
- The judgment or order being appealed and any notice of its entry, any notice of intention to move for a new trial; any motion to vacate the judgment, for judgment notwithstanding the verdict, or for reconsideration and the rulings thereon; and any order on such motion and any notice of its entry.
- The *Notice of Appeal*
- *Notice Designating Record on Appeal* form or any notice to prepare either the clerk's and reporter's transcripts, or settled statement; to elect to proceed by an appendix under CRC, rule 8.124, or the settled statement.
- Any stipulation to proceed by agreed statement under CRC, rule 8.134, along with the agreed statement; and any settled statement approved by the court under CRC, rule 8.137.

Arrange the documents in the order in which they were filed in the superior court (chronologically), and number the pages one after the other, beginning with page 1.

Make a chronological index of all documents by listing them in the order filed, with the first page number for each document and, if there is more than one volume, the volume number.

Make an alphabetical index of all the documents by listing them in alphabetical order, with the first page number of each document and, if there is more than one volume, the volume number.

Prepare a cover. The cover should state (1) the case number (2) the Division (if known), (3) the case title, (4) the Court of Appeal and superior court case numbers, (5) the county the superior court is in, (6) the name of the participating Superior court judges (7) the volume number and the inclusive page numbers of that volume and (8) the names and addresses of appellate counsel for each party or any self-represented party.

The cover should be the appropriate color:

Appellant's Appendix – Green
Respondent's Appendix – Yellow
Appellant's Reply Appendix - Tan
Joint Appendix – Cream
(CRC rules, 8.124(c), 8.144(a), (b), (c).)

Put the materials together: cover, chronological index, alphabetical index, and documents in chronological order.

Make the necessary number of copies (one for each party, the original for the court, and one for yourself), and bind the original and each of the copies into transcript (book) form. The appendix should be bound on the left side, in volumes of 300 pages or less. (CRC rules, 8.124(c), 8.144(c)(1).) The appendix may not be bound with the brief.