

## CHECKLIST FOR JOINT APPENDIX

- \_\_\_ [Index to Joint Appendix](#): Three columns to index
  - 1) [Description of Entry](#) - if exhibits are attached to a pleading, a description of each exhibit must be included
  - 2) [Record Entry Number](#) - as assigned on the lower court docket sheet
  - 3) [Joint Appendix Page Number](#) - where the document can be located
- \_\_\_ [INS Index to Joint Appendix](#)
- \_\_\_ [Separate Index for transcripts](#): Three columns to index
  - 1) [Name of Witnesses](#) - **alphabetically arranged** and hearings chronologically arranged
  - 2) [Page where testimony begins in Transcript](#)
  - 3) [Page where testimony begins in Joint Appendix](#)
- \_\_\_ [Separate Index for depositions](#): Three columns to index
  - 1) [Name of Deponent](#) - **alphabetically arranged**
  - 2) [Page where testimony begins in deposition](#)
  - 3) [Page where testimony begins in joint appendix](#)
- \_\_\_ [Current copy of the district or tax court docket sheet](#)
  - 1) [Complaint or indictment](#) and any other pleadings or motions relevant to the arguments presented on appeal, and all pleadings listed on the designation of appendix contents
  - 2) [Complaint with exhibit](#)
- \_\_\_ [Judgment](#) from which the appeal is taken and any memorandum opinion or findings of fact and conclusions of law including any report and recommendation of a Magistrate and any objections to the report
- \_\_\_ [Notice of Appeal / Petition for Review / Petition for Enforcement](#)
- \_\_\_ Other parts of the record including all or part of any exhibits, depositions, or transcript pages, that are referred to in the parties' briefs and listed on the designation of appendix contents
- \_\_\_ [Transcripts](#). The witness' name should be listed in the top left hand margin on the first page of transcript for each witness. If **no** hearing, witness or deposition, still label the hearing.  
Colloquy of the Court - [Summary Judgment Hearing Transcript](#).
- \_\_\_ [Depositions](#). The witness' name should be listed in the top left hand margin on the first page of the deposition for each witness
- \_\_\_ Exhibits. Must be made a part of the district court or tax court record
- \_\_\_ [Presentence investigation report for criminal appeals](#). To be placed in a separate volume of the appendix labeled "**Confidential Sealed Records**"
- \_\_\_ Sealed Records. To be placed in a separate volume of the appendix
- \_\_\_ [Certification of Counsel](#). Counsel's certification that all documents included in the joint appendix are copies of documents properly made a part of the record
- \_\_\_ [Certificate of Service](#)

### OTHER REQUIREMENTS:

- \_\_\_ **5 Copies**
- \_\_\_ Index: If the joint appendix is divided into more than one volume, each volume shall contain the **complete** index
- \_\_\_ Consecutively paginated: If joint appendix is divided into more than one volume, each volume shall be **consecutively paginated** (Example: if volume I ends at page 91, volume II should start at page 92)
- \_\_\_ Securely bound on the left pursuant to 6 Circ R. 30.

### [COVER OF APPENDICES: FRAP 32\(a\)](#)

- \_\_\_ White cover
- \_\_\_ Sixth Circuit case number
- \_\_\_ Heading: **United States Court of Appeals for the Sixth Circuit**
- \_\_\_ Title of Case
- \_\_\_ Nature of proceedings and name of court, agency or board below
- \_\_\_ Title of document (e.g., "Joint Appendix")
- \_\_\_ Name/s and address/es of counsel representing the party for whom the appendix is filed
- \_\_\_ Appearance form filed previously?