

INSTRUCTIONS FOR ANYONE FILING A NOTICE OF APPEAL

YOU HAVE TEN (10) DAYS AFTER FILING YOUR NOTICE OF APPEAL TO COMPLETE THIS FORM BY DOING THE FOLLOWING:

1. Complete Part 1. Sign the form whether or not transcript is ordered.
2. Contact each court reporter involved in reporting the proceedings to make arrangements for payment. A separate transcript order form must be completed for each court reporter.
3. Send four (4) copies to each court reporter.
4. **Fax a copy to the Clerk's office to the attention of Transcript Coordinator at 513-564-7097. Do not mail the form, please fax it.**
5. Send a copy to appellee(s). Make additional photocopies if necessary.
6. Retain a copy for your files.

SHOULD SATISFACTORY ARRANGEMENTS FOR TRANSCRIPT PRODUCTION, INCLUDING NECESSARY FINANCIAL ARRANGEMENTS, NOT BE MADE WITHIN TEN (10) DAYS AFTER FILING YOUR NOTICE OF APPEAL, YOUR APPEAL CAN BE DISMISSED.

If you have further questions, contact the Clerk's Office, U.S. Court of Appeals for the Sixth Circuit:

513-564-7000