UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WISCONSIN

120 North Henry Street, Room 320 Madison, Wisconsin 53703

APPEAL INFORMATION PACKET

Enclosed in this packet you will find two forms:

1. Seventh Circuit Transcript Information Sheet

The appellant shall complete a transcript form whether or not a transcript is ordered. Return the form to the DISTRICT COURT at the above address. If you are an e-filer, then you must file the completed form electronically. In CM/ECF, select the docketing event Appeal Documents > Transcript Request Form. If you have been appointed to represent a defendant under the Criminal Justice Act, please download form number CJA-24 from this address: https://www.uscourts.gov/forms/cja-forms

2. Docket Sheet

The docket sheet is available on PACER. The docket sheet contains all the pleadings, exhibits, orders, and transcripts filed in this case. (Only sent to pro se appellants.)

PLEASE REVIEW CIRCUIT RULE 10

This rule explains how the record on appeal is prepared. The Federal Rules of Appellate Procedure and the Rules of the Seventh Circuit Court of Appeals can be found online at http://www.ca7.uscourts.gov

PLEASE REVIEW <u>CIRCUIT RULE 3(c)(1)</u>

This rule explains the DOCKETING STATEMENT.

PLEASE REVIEW CIRCUIT OPERATING PROCEDURE 10

This rule explains that every document in the court of appeals will be public unless an appellate judge orders it to be sealed or a rule or statute requires it to be sealed.

EXHIBITS

The district court will provide the appellate court with electronic access to the district court docket and electronic copies of trial exhibits. Counsel shall provide the appellate court with any physical exhibits and any highly sensitive images or video. Contact the clerk's office with any questions.

REFER QUESTIONS TO: Clerk's Office or U.S. Court of Appeals

Western District of Wis. Seventh Circuit (608) 264-5156 (312) 435-5850

SEVENTH CIRCUIT TRANSCRIPT INFORMATION SHEET PART I – Must be completed by party or party's attorney pursuant to Rule 10(b) of the Federal Rules of Appellate Procedure and Rule 11(a) of the Circuit Rules. The appellant must file this form with the court reporter within 14 days of filing the notice of appeal, whether transcript is being ordered or not. (FRAP 10(b)(1)) Satisfactory arrangements with the court reporter for payment of the costs of the transcripts must also be made at that time. (FRAP 10(b)(4)) (Note: Appellees as well as appellants are expected to use this form when ordering transcripts.) Short Title District D.C. Docket No. District Judge Court Reporter I am ordering transcript. Sign below and return original and one copy to court reporter. I am not ordering transcript because: Distribute remaining copies to the Clerk of the District Court and opposing party, retaining one copy for yourself. The transcript has been prepared. Indicate proceedings for which transcript is required. Dates must be provided: Date(s) Pretrial proceedings. Specify: Voir Dire Trial or Hearing. Specify: Opening statement Instruction conference Closing statements Court instructions Post-trial proceedings. Specify: Sentencing Other proceedings. Specify: _____ C.J.A. Voucher Method of Payment: Cash Check or Money Order Status of Payment: Full Payment Partial Payment No Payment Yet Telephone No. Signature: Address: PART II – Must be completed by Court Reporter pursuant to Rule 11(b) of the Federal Rules of Appellate Procedure. By signing this Part II, the Court Reporter certifies that satisfactory arrangements for payment have been made. U.S.C.A. Docket No. Date Order Received Estimated Completion Date Estimated Length Signature of Court Reporter: Date: __

NOTICE: The Judicial Conference of the United States, by its resolution of March 11, 1982, has provided that a penalty of 10 percent must apply, unless a waiver is granted by the Court of Appeals' Clerk, when a "transcript of a case on appeal is not delivered within 30 days of the date ordered and payment received therefor." The penalty is 20 percent for transcript not delivered within 60 days.