

<b>STATE OF MICHIGAN</b> <b>JUDICIAL CIRCUIT</b> <b>COUNTY</b>	<b>RECORD PRODUCTION CHECKLIST</b> <b>FOR COURT OF APPEALS</b>	<b>CASE NO.</b> Trial Court/Tribunal:  Court of Appeals:
Court address		Court telephone no.

Plaintiff's name

v

Defendant's name

INSTRUCTIONS: Submit this checklist with the record. If you have any questions, contact the Court of Appeals Record Department at 517-373-3830.

Date of Court of Appeals request for record production: \_\_\_\_\_

**Contents of Record:**

1. Register of actions in the case.
2. All opinions, findings, and orders of the court or tribunal.
3. The order or judgment appealed.
4. All motions and briefs, even if they are kept in a separate file.
5. For a juvenile case, the entire Confidential Social File as defined in MCR 3.903(A)(3), even if such materials are kept in a separate folder. Such confidential materials should be marked as NONPUBLIC RECORDS as required by the Case File Management Standards.
6. All transcripts, exhibits, and depositions filed in the court or tribunal, even if they are kept in a separate file.

**Note to county clerk:** If an exhibit is oversized, please contact the Court of Appeals Record Department to ascertain whether the exhibit in question must be immediately transmitted. **NO weapons, drugs, or money are to be transmitted unless** specifically requested in writing by the Court of Appeals.

**Binding of the Record:**

7. The record is bound in one or more file folder(s) or other suitable hard-surfaced binder(s).
8. The file folder or binder shows the name of the trial court or tribunal, the title of the case in question, and the trial court or tribunal docket number.
9. The transcript is individually bound with hard cover and submitted with the record.

Date transmitted

Preparer's signature

Preparer's name (type or print)

Telephone no.