

<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. and JUDGE</b> Trial Court/Tribunal: Court of Appeals:
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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.