

Checklist – Extensions of Time to File Transcript

<p>See Appellate Rule 35 – Motion for Extension of Time See Form Appellate Rule 11-2 Motion for Extension of Time to File Transcript -Found at: http://www.in.gov/judiciary/forms/appeals.html</p>	✓
<p>It is at least 7 days before the Transcript is due to be filed</p>	
<p>Motion produced on 8½ x 11 inch white paper</p>	
<p>All pages numbered at the bottom of the page consecutively</p>	
<p>Motion stapled in upper left-hand corner (if multiple pages)</p>	
<p>Body of Motion is double-spaced</p>	
<p>First page includes:</p> <ul style="list-style-type: none"> • Court Name (Court of Appeals or Supreme Court) • Appellate Case Number (if known) • Parties' Names • Trial Court, Trial Court Case Number, & Judge's Name • Title of Document <p>(<i>e.g.</i>, Court Reporter's Verified Motion for Extension of Time to File Transcript)</p>	
<p>Body of Motion Contains:</p> <ul style="list-style-type: none"> • Date Notice of Appeal was filed • What Transcripts were requested in the Notice of Appeal • Date the Transcript is due to be filed & whether previous extensions have been granted • Whether payment arrangements for the Transcript have been made • Estimated length of Transcript • Estimated hours it will take to prepare the Transcript • When I began working on the Transcript <p>• How much of the Transcript has been completed and number of hours spent, so far OR - Reasons why I have not begun to work on the Transcript or have been unable to complete the Transcript</p> <ul style="list-style-type: none"> • Estimated date Transcript will be completed • <u>Calendar Date</u> I would like the due-date for the Transcript to be extended to • <u>Actual number of days</u> I am asking the due-date for the Transcript be extended 	
<p>Verification Statement (<i>i.e.</i>, Motion must contain a statement affirming that the statements contained in the extension are true and correct to the best of your knowledge.)</p>	
<p>Certificate of Service • Must include <u>method of service</u> (<i>e.g.</i>, U.S. Mail), <u>date of service</u>, and must be <u>signed</u></p>	
<p>Original + One Copy</p>	