S U P R E M E   C O U R T   O F   C O L O R A D O

Office of the Chief Justice

PREPARATION OF APPEAL FILES

1. The appeal clerk in the trial court is responsible for the preparation of the appeal file.

2. Appeal documents shall not be folioed. Each document in the appeal file, including transcripts, shall be page numbered in consecutive order. The number shall be placed at the lower right of each page, as the official page number for reference purposes. If there is ever more than one number on a page, the number at the lower right governs.

3. Court reporters will number their transcripts at the upper right of each page. Since references to the appeal file will be by volume and page number, the number sequence within each volume is not significant.

4. The appeal clerk shall prepare a complete index of the appeal file by volume and page number. The court appeal record should constitute Volume 1, followed by transcript volumes. Exhibits shall be included on the master index. (See sample) All volumes shall be labeled. The label shall contain the page numbers included in that volume.

5. Transcripts shall be free standing and placed with or attached to the case folder for the appeal.

Reenacted by Chief Justice Order, February 20, 1985

INDEX PAGE SAMPLE

Volume 1	Trial Court Record	Page No.
	Complaint	1
	Defendant's Motion to Dismiss	6
	Affidavit of Jose F. Castello, Jr.	9
	Order of Court dated September 17, 1980 Granting Defendant's Motion to Dismiss	12
	Notice of Appeal	13
	Order Accelerating Appeal, Directing Preparation of Record, and Establishing a Briefing Schedule	15
	Copy of Register of Actions	17
Volume 2	Reporter's Transcript of Proceedings on January 26, 1981, before Judge K. (Reporter Jones)	1-200
Volume 3	Reporter's Transcript of Proceedings on January 27, 1981, before Judge K (Reporter Jones)	201-280
Volume 4	Reporter's Transcript of Proceedings on January 28 and 29, 1981, before Judge K. (Reporter Smith)	1-195
Volume 5	Plaintiff's Exhibits A, B, F Defendant's Exhibits 1, 5, 7 (in brown envelope)	