

MASSACHUSETTS APPEALS COURT

John Adams Courthouse
One Pemberton Square, Suite 1200
Boston, MA 02108
(617) 725-8106

<http://www.mass.gov/courts/appealscourt/index.html>

CIVIL DOCKETING STATEMENT INSTRUCTIONS

1. Counsel for the appellant must file a docketing statement for every case appealed or cross-appealed to the Massachusetts Appeals Court. The docketing statement must be received by the Appeals Court's Clerk's Office within fourteen days after the case is docketed to be deemed timely filed. Copies must be served on all parties to the action below and proof of service must be attached.
2. In the case of multiple appellants represented by separate counsel, each counsel for an appellant must file a separate docketing statement.
3. Self-represented appellants are required to file a docketing statement. The Clerk's Office will mail a hard copy to all incarcerated appellants.
4. All fields must be completed. If inadequate space has been provided for the information requested, please provide the additional information on an attachment.
5. The appellant must provide a short statement of the anticipated issue(s) on appeal. Failure to identify an appellate issue in this Docketing Statement will not preclude the appellant or cross-appellant from raising that issue in its principal brief.
6. The appellant must attach to the docketing statement:
 - a. Additional pages containing extended answers to questions on this form.
 - b. A certificate of service for this docketing statement indicating it has been served on all parties to the action below.

Important Requirements for the Filing of the Brief and Record Appendix

7. The appellant is required to serve a letter designating the statement of issues and contents of the record appendix upon other parties within ten days of the date on which the trial court clerk notifies the parties that the record has been assembled. See Mass. R.A.P. 18(b).
8. If the trial court entered an order sealing or excluding from public access all or any portion of the trial court records, or there is material or information in a party's brief or record appendix that is automatically impounded or deemed confidential by statute or court rule, then the parties must comply with M.R.A.P. 16(d), 16(m), and 18(g).
9. If the trial court record includes any items listed as "personal identifying data" in the S.J.C.'s Interim Guidelines on Personal Identifying Data, then the parties should review and comply with the guidelines.

**MASSACHUSETTS APPEALS COURT
CIVIL DOCKETING STATEMENT**

No. 201 _____ -P- _____

Plaintiff(s): _____

vs.

Defendant(s): _____

Party Information

Name of each party that has entered an appeal pursuant to M.R.A.P. 10(a)(3) and on whose behalf this statement is being filed:

Attorney (if any) representing the appellant(s):

Name: _____ BBO # _____

Address: _____

Tel. No.: _____ Fax No.: _____ E-Mail: _____

Check here to register to receive electronic notice (e-mail) only of the Court's orders, notices, and decisions. If the box is not checked, you will receive notice only by U.S. mail.

For self-represented litigants only:

Name: _____

Tel. No.: _____ Fax No.: _____ E-Mail: _____

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Trial Court, Board, or Agency Information

Court Department: _____ County: _____

Trial Court Docket Number(s): _____

Specify the name and role (e.g., motion, trial, etc.) of each judge whose orders are at issue on appeal (not required for agency and board appeals):

Judge: _____ Role: _____

Judge: _____ Role: _____

Judge: _____ Role: _____

Are there any pending, past, or anticipated future appeals or original appellate proceedings that involve these parties or this case entered in the Appeals Court or Supreme Judicial Court? Yes: [] No: []

Do you know of any pending appeals raising related issues? Yes: [] No: []

If you answered yes to either question, cite the case name and docket number and describe the manner in which it is related on a separate page.

Nature of the Case

Check the appropriate line(s) best describing the nature of the case:

- Abuse Prevention Orders
- Administrative
- Appellate Tax Board
- Arbitration
- Business/Commercial
- Child Welfare/DCF/Adoption
- Civil Forfeiture
- Civil Motor Vehicle Infractions
- Civil Service
- Contract
- District Court, Appellate Division
- Domestic Relations/Family Law
- Employment law/Discrimination
- Environmental, G. L. c. 21E
- Government/Municipal
- Other: _____
- Impoundment
- Insurance Law
- Labor Law/collective bargaining
- Land Use
- Landlord and Tenant
- Legal Malpractice
- Medical Malpractice
- Mortgage/foreclosure law
- Prisoner's Rights and Claims
- Probate Law
- Real Estate
- SORB cases
- SDP cases
- Tort
- Workers' Compensation

Perfection of Appeal

Is the appeal from a final judgment (i.e., judgment disposing of all parties and claims): Yes: [] No: []

If no, identify the basis on which the interlocutory order is immediately appealable.

M.R.Civ.P. 54(b) Report Present Execution Statute specify statute:

Date of Judgment or Interlocutory Order Appealed:

Date Notice of Appeal Filed:

Identify All Motions Extending Time to File Notice of Appeal from the Judgment (M.R.A.P. 4[a]):

Type of Motion	Check as Appropriate	
	Filed	Date Served (Not date filed)
Motion for Judgment	Yes: [] No: []	
Motion to Amend or Make Additional Findings	Yes: [] No: []	
Motion to Alter or Amend Judgment	Yes: [] No: []	
Motion for New Trial	Yes: [] No: []	
Other (Specify)	Yes: [] No: []	

Appellate Issues

Provide a short statement of the anticipated issue(s) on appeal: _____
