**COMMONWEALTH OF MASSACHUSETTS**

**APPEALS COURT**

No. [20xx-P-xxxx]

[Lower Court County], ss.

[Plaintiff Name(s)], [Appellant or Appellee]

V.

[Defendant Name(s)], [Appellee or Appellant]

On Appeal From [Lower Court]

Record Appendix

[Volume I of II if multiple volumes]

Date: [mm/dd/yyyy] [Name of Filer]

 [Pronouns (optional)]

[123 Filer's St.]

[Filer's City, MA, 01234]

[BBO #555555 / Pro Se]

[Firm or Office Name if Applicable]

 [(617)555-5555]

[filers\_email@example.com]

[The record appendix, or appendix, is the collection of those portions of the trial court's record (e.g., papers, exhibits and/or transcripts) relevant to the issues, facts, and arguments set forth in your brief. Rule 18(a) provides that the appendix must include:

* the docket entries in the lower court proceedings;
* any order of impoundment or confidentiality from the lower court; and
* **in chronological order** of filing in the lower court:
	+ any parts of the record relied upon in the brief, and in a criminal case, a copy of the complaint or indictment;
	+ any document, or portion thereof, filed in the case relating to an issue which is to be argued on appeal;
	+ any findings or memorandum of decision or order by the lower court pertinent to an issue on appeal, including a typed version of any pertinent handwritten or oral endorsement, notation, findings, or order made by the lower court;
	+ the judgment, decree, order, or adjudication in question; and
	+ the notice(s) of appeal.

It is the appellant’s responsibility to provide the Court with each document and/or transcript that you believe is necessary to decide your appeal. Rule 18(a) and (b)(4). If you do not provide it, it will not be considered by the judges deciding your case.

The parties have a duty to confer on the contents of the Appendix to ensure all relevant documents are included. Rule 18(b).

Documents that are not part of the trial court record are not permitted to be included in the appendix. Rule 18(b)(5)(B).

The appendix must have a table of contents, listing the parts of the record reproduced therein, and including a detailed listing of exhibits, affidavits, and other documents associated with those parts, with references to the pages of the appendix at which each begins. Rule 18(a)(1)(A)(ii).

The pages must be consecutively numbered, for example, RA1, RA2, etc. (beginning with the cover as page 1). Rule 20(a)(5).

The appendix, if e-filed, cannot be more than 50 MB. If filed on paper, it cannot be more than 1 and ½” thick. If it exceeds these limits, it must be broken into separate volumes. The cover of each volume should identify its number in comparison to the total number of volumes (e.g., "Vol. I of III"). Rule 20(a)(5). The first volume shall include a complete table of contents, and each subsequent volume shall include a table of contents for that volume only. Rule 18(a)(1)(C).

The sample table of contents of the appendix appears on the next page.]

**TABLE OF CONTENTS**

**Volume I:**

[Trial Court Docket..................................5

Plaintiff's Complaint...............................12

Defendant's Answer and Counterclaim.................23

Pre-trial motion in limine..........................29

Trial Exhibit #4....................................55

etc.]

**Volume II:**

[Transcript dated Jan. 3, 2015.......................3

etc.]

[After the table of contents, the actual documents should appear as listed in the table.]