**COMMONWEALTH OF MASSACHUSETTS**

**APPEALS COURT**

**Docket Number: 202 \_- P -\_ \_ \_ \_**

**First name(s) appearing in Appeals Court caption:**

**vs.**

**Second name(s) appearing in Appeals Court caption:**

**On Appeal From** **[Lower Court]**

[choose which one]

**Appellant's Record Appendix (R.A.)**

**Appellee's Supplemental Record Appendix (S.R.A.)**

**Vol. 1 of \_\_** [if multiple volumes]

Date: [mm/dd/yyyy]

[Your name]:

[Your pronouns (optional)]:

[Your address]:

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[The text inside these brackets is for your information and should be deleted before filing.

 If you are the appealing party (appellant), your informal brief must be filed along with a separate document called the **"**record appendix." If you are the responding party (appellee), whether you are filing an informal appellee brief or formal brief, you may, but are not required to, file a record appendix. If you decide to file a record appendix, it must be filed as a separate document and called "supplemental appendix." A copy of each volume of the record appendix must be served on each party in the case, with the service identified in your certificate of service.

 **This template may be used by an appellant filing a record appendix or an appellee filing a supplemental appendix, but it may not be used to file documents containing impounded information**. There is a special procedure for filing impounded information that is described in more detail in the Informal Brief Guidance and by using the Impounded Appendix Template for Informal Briefs Pilot.

 **Confidential and personal identifying information (PII)**. Whether you are an appellant or appellee, it is your responsibility to "redact" confidential information and PII from any documents appearing in your record appendix or supplemental appendix. "Redact" means to black out or remove the information so it is not visible. Examples of PII are Social Security numbers, taxpayer identification numbers, driver's license numbers, State-issued ID card numbers, passport numbers, financial account numbers, and credit or debit card numbers.

 **Record appendix.** The record appendix contains copies of all documents filed in or created by the lower court or agency that are not impounded and are relevant to the Appeals Court's review of the issues raised on appeal. **This includes copies of all documents you have referenced in your informal brief**.

 Examples of documents to include in the record appendix include the trial court docket sheet; the order(s), ruling(s), or judgment(s) that you challenge, including any findings of fact, memorandum of decision, or jury verdict slips; relevant exhibits filed in the lower court or agency; relevant motions, memoranda, pleadings, or other documents filed by the party filing the informal brief or the other party or parties to the case; and the notice(s) of appeal.

 The record appendix must have consecutive page numbers, with the cover being page one as shown on this form, and include a table of contents that lists each document by its title and the page where it begins. If there is more than one volume of record appendix, each volume must be numbered (example, vol. 1, vol. 2). The page numbers for each volume should restart, with the cover page being one.

 If this is a civil case, then you are responsible for giving the Appeals Court transcripts of any hearings that are relevant to the appeal. Transcripts can be included in the record appendix as a numbered volume, or they may be filed separately as they are. **Only materials that were presented to the lower court or agency may be included in the record appendix**.

 **Supplemental appendix.** A supplemental appendix is only required where, in the appellee brief, an appellee cites to a document or testimony that was not included in the appellant's record appendix. In that case, the supplemental appendix must contain copies of referenced documents or transcripts. Like the record appendix, the supplemental appendix is limited to documents that were filed in or created by the trial court or agency, are not impounded, and are relevant to the Appeals Court's review of the issues raised on appeal. An appellee may include a document in the supplemental appendix that was also included in the appellant's record appendix.

 The pages of a supplemental appendix must be consecutively numbered, with the cover page being page one, and have a table of contents listing each document it contains, by title, along with the page where each document begins.]

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