

Appeals & Appellate Decisions

Notice of Completion of Transcript in Appeals

Appellate Rule 10(D)

Contact: Greg Pachmayr or Marie Schelonka; email: clerk@courts.in.gov

The clerk of the trial court must file the Notice of Completion of Transcript with the Clerk of the Supreme Court, Court of Appeals and Tax Court Clerk within five (5) days after the court reporter files the Transcript with the trial court clerk. The notice should substantially follow Form App. R. 10-2 and can also be found in the Sample Forms at the back of the Indiana Rules of Appellate Procedure and on the web.

When completing and filing a Notice of Completion of Transcript, remember:

- The rules require **one** copy only of the Notice of Completion of Transcript;
- DO NOT attach a certified copy of the Chronological Case Summary; and
- The **issue date** of the Notice of Completion of Transcript is the date that it is sent to the office of the Clerk of the Supreme Court, Court of Appeals and Tax Court Clerk **and served on the parties**. If the two dates are not the same, the issue date should be the date on which the parties are served. The certificate of service attached to the Notice must include the **date** that the Notice is **served** on the parties, the **specific method of service**, and **specifically list the persons served by name**. Ind. Appellate Rule 24(D).

Accuracy in completing and timeliness in mailing the Notice of Completion of Transcript is **essential**. If there is a transcript in the case, the deadline for the Appellant's Brief is **set according to the date the Notice is served on the parties**. App. R. 45(B). Mistakes or inaccuracies regarding the Notice can have significant effects on the parties and the Court on Appeal.