

## **Rule 11. Transmission of the Record.**

(a) Appellant's Duty. An appellant filing a notice of appeal must comply with Rule 10(b) and must do whatever else is necessary to enable the Clerk of the Superior Court to assemble and forward the record. If there are multiple appeals from a judgment or order, the Clerk must assemble a single record.

(b) Duties of Reporter, Director of the Court Reporter Division, and Clerk of the Superior Court.

(1) Reporter's Duty to Prepare and File a Transcript. The reporter must prepare and file a transcript as follows:

(A) Upon receiving an order for a transcript, the reporter must enter at the bottom of the order the date of its receipt and the expected completion date and send a copy, so endorsed, to the Clerk of the Superior Court.

(B) If the transcript cannot be completed within 60 days of the reporter's receipt of the order, the reporter may request that this court grant additional time to complete it. The Clerk must note on the docket the action taken and notify the parties.

(C) When a transcript is complete, the reporter must file it with the Director of the Court Reporter Division.

(2) Duties of the Director of the Court Reporter Division. If all transcript ordered or designated for appeal has not been completed within the 60-day time period, the Director of the Court Reporter Division must retain the partial transcript until the transcription of all proceedings has been completed. When completed, the transcript must be placed in chronological sequence, with the pages properly renumbered, and filed with the Clerk of the Superior Court.

(3) Duties of the Clerk of the Superior Court.

(A) When the record is complete, the Clerk of the Superior Court must prepare an index that reasonably identifies and numbers the documents constituting the record, and promptly send 4 certified copies of that index and the original reporter's transcript, if any, to the Clerk of this court. The Clerk of the Superior Court must retain all other parts of the record for the parties to use in preparing the papers on appeal, subject to call by this court. In cases where a party has been granted a waiver of fees, costs, or security, see Rule 24, the Clerk of the Superior Court must prepare and submit 2 copies of the record to the Clerk of this court.

(B) In appeals where reporter's transcript is filed after the transmittal of the certified index, the Clerk of the Superior Court must forward the transcript as a supplemental record on appeal promptly after the Director of the Court Reporter Division files it.

(c) Record for a Preliminary Motion in the Court of Appeals. If, before the record is forwarded, a party files in this court a motion for dismissal, summary reversal, summary affirmance, release pending appeal, stay or injunction pending appeal, additional security on a supersedeas bond, or

for any other relief, the Clerk of the Superior Court, upon order of this court, must transmit a preliminary record containing the notices of appeal, the order appealed from, and those parts of the record designated by any party.