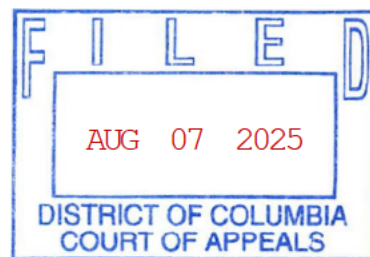


**District of Columbia
Court of Appeals**

No. M290-25



BEFORE: Blackburne-Rigsby, Chief Judge, and Beckwith, Easterly, McLeese,
Deahl, Howard, and Shanker, Associate Judges.

NOTICE

(FILED – August 7, 2025)

The court is considering amending its rules 11 and 12 relating to the transmission of trial transcripts to this court, to streamline the process by providing that the Court Reporting Division will transmit transcripts directly to this court. Clean and redline versions of the affected rules are attached to this order.

This notice is published to afford interested parties an opportunity to submit written comments concerning the amendments under consideration by the court. Comments must be submitted by Monday October 6, 2025. Comments received after deadline will be considered only at the discretion of the court. Comments may be submitted electronically to rules@dcappeals.gov, or in writing, addressed to the Clerk, D.C. Court of Appeals, 430 E Street, N.W., Washington, D.C. 20001. All comments submitted pursuant to this notice will be available to the public.

PER CURIAM

Redline version

Rule 11. Transmission of the Record.

(a) Appellant's Duty. An appellant filing a notice of appeal must comply with Rule 10(b) and applicable Superior Court rules and orders, and must do whatever else is necessary to enable the Clerk of the Superior Court to prepare and transmit the record electronically.

(b) Duties of Reporter, Director of the Court Reporting 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 for purposes of an appeal, the reporter must note the date of its receipt and the expected completion date and transmit the order and this information to the Clerk of the Superior Court.

(B) If the transcript cannot be completed within 60-day 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 Reporting Division.

(2) Duties of the Director of the Court Reporting Division. If all transcripts ordered or designated for appeal have not been completed within the 60-day time period, the Director of the Court Reporting Division must retain the partial transcript until the transcription of all ordered or designated proceedings has been completed. When completed, the transcripts must be placed in chronological sequence ~~and filed with the Clerk of the Superior Court~~ transmitted by the Director to the Clerk of this court to be filed as a supplemental record on appeal. In appeals where additional reporter's transcripts are completed after the transmittal of initially ordered transcripts, the Director must promptly forward the additional transcript to the Clerk of this court as a supplemental record on appeal.

(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 a certified copy of that index 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 filings 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 a copy 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 Reporting 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.

Clean version

Rule 11. Transmission of the Record.

(a) Appellant's Duty. An appellant filing a notice of appeal must comply with Rule 10(b) and applicable Superior Court rules and orders, and must do whatever else is necessary to enable the Clerk of the Superior Court to prepare and transmit the record electronically.

(b) Duties of Reporter, Director of the Court Reporting 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 for purposes of an appeal, the reporter must note the date of its receipt and the expected completion date and transmit the order and this information to the Clerk of the Superior Court.

(B) If the transcript cannot be completed within 60-day 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 Reporting Division.

(2) Duties of the Director of the Court Reporting Division. If all transcripts ordered or designated for appeal have not been completed within the 60-day time period, the Director of the Court Reporting Division must retain the partial transcript until the transcription of all ordered or designated proceedings has been completed. When completed, the transcripts must be placed in chronological sequence and transmitted by the Director to the Clerk of this court to be filed as a supplemental record on appeal. In appeals where additional reporter's transcripts are completed after the transmittal of initially ordered transcripts, the Director must promptly forward the additional transcript to the Clerk of this court as a supplemental record on appeal.

(3) Duties of the Clerk of the Superior Court. 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 a certified copy of that index 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 filings 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 a copy of the record to the Clerk of this court.

(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.

Redline version

Rule 12. Docketing the Appeal; Filing the Record; Sealing the Record.

(a) Docketing the Appeal. Upon receiving the copy of a notice of appeal from the Clerk of the Superior Court under Rule 3(d), the Clerk of this court must docket the appeal, identifying the appellant and adding the appellant's name if necessary.

(b) Filing the Record. Upon receiving the certified index and transcript, if any, as provided in Rule 11(b)(2) and (b)(3), the Clerk must immediately notify all parties that the record is complete.

(c) Sealing the Record. An appeal in which the record has been ordered sealed by this court or an appeal relating to (1) juvenile, (2) adoption, (3) parentage, or (4) neglect proceedings will be reflected on the public docket by the initials of the parties and the case number of the Superior Court. In these cases the Clerk must seal the records and all documents subsequently received from the Superior Court or counsel for the parties. In any other appeal noted from a case in which the record has been sealed by the Superior Court, the record alone will be filed under seal; any filings in this court in such appeals will be placed under seal only upon order of this court. The Clerk must not permit review or inspection of any sealed material by any person other than counsel of record for the parties except on order of this court.

Clean version

Rule 12. Docketing the Appeal; Filing the Record; Sealing the Record.

(d) Docketing the Appeal. Upon receiving the copy of a notice of appeal from the Clerk of the Superior Court under Rule 3(d), the Clerk of this court must docket the appeal, identifying the appellant and adding the appellant's name if necessary.

(e) Filing the Record. Upon receiving the certified index and transcript, if any, as provided in Rule 11(b)(2) and (b)(3), the Clerk must immediately notify all parties that the record is complete.

Sealing the Record. An appeal in which the record has been ordered sealed by this court or an appeal relating to (1) juvenile, (2) adoption, (3) parentage, or (4) neglect proceedings will be reflected on the public docket by the initials of the parties and the case number of the Superior Court. In these cases the Clerk must seal the records and all documents subsequently received from the Superior Court or counsel for the parties. In any other appeal noted from a case in which the record has been sealed by the Superior Court, the record alone will be filed under seal; any filings in this court in such appeals will be placed under seal only upon order of this court. The Clerk must not permit review or inspection of any sealed material by any person other than counsel of record for the parties except on order of this court.