

## Step 2 - Designate the Transcripts

- 1. Purpose of the Designation:** The facts that were testified to at the hearing or trial are provided in a document called a transcript. A transcript is a typed word for word account of what was said in Court. The Designation lets the District Court know which transcripts, if any, to include in the Record on Appeal.
- 2. Deadline:** Within 7 Days after filing the Notice of Appeal.
- 3. The Form:** [\*Designation of Transcripts - C.A.R. Form 8 \(Civil & Family Appeals\)\*](#).

### Case Caption (1<sup>st</sup> Page)

- Enter the address of the District Court.
- Enter the parties' names.
- Enter your contact information.
- Enter your case numbers and courtroom/division number.

### Body of the Form

- 1) Transcripts:** List each transcript you purchased to be a part of the Record on Appeal. For events that lasted more than one day, list each day separately. For each transcript, include:
  - The type of event held in court.
  - The date of the event.
  - The time the event started.

#### Examples:

1. Trial Day 1 - July 2, 2018 beginning at 9:30 am.
  2. Trial Day 2 - July 3, 2018 beginning at 10 am.
  3. Sentencing Hearing - August 3, 2018 at 11 am.
- 2)** Submit a [\*Transcript Request Form - JDF 4\*](#) to the District Court along with your Designation.
  - 3)** You will have to pay for the transcripts. A transcriptionist will arrange payment with you after you file the Transcript Request Form.

- 4) Do not attach transcripts to this form.
- 5) Transcripts are sent by the transcriptionist to the District Court. The District Court will then send them to the Court of Appeals.
- 6) **Certificate of Service:** You must send a copy of your Designation to the other parties. Send the party's copy to their lawyer if they have one.
  - Enter the date you sent the copy.
  - Check if the copy was mailed or hand-delivered.
  - Enter the name and address of each person to whom you sent a copy.
- 7) Sign and Date the Designation of Transcripts.

4. **Filing:** You must file the Designation of Transcripts in your District Court **and** Court of Appeals case. You may file by mail or in person. The Courts must receive the document by the deadline.

The address for the Court of Appeals is:

Clerk of the Court of Appeals  
2 East 14th Avenue  
Denver, CO 80203

5. **Be Sure to Read:** [Colorado Appellate Rule \(C.A.R.\) 10](#). You may view this and other court rules at:

<http://www.lexisnexis.com/hottopics/colorado/>

### **Appeal Steps**

- Step 1: Notice of Appeal - Start of the appeal.
- Step 2: Designation of Transcripts - Packing list of documents.**
- Step 3: Record on Appeal – Case file, exhibits and transcripts.
- Steps 4-6: Written Briefs - Arguments for & against the appeal.
- Step 7: Opinion - The Court of Appeals' decision.

### **Next Step**

Read the [Step 3 - Record on Appeal](#) instructions.