
USING THIS FORM

1. Copies
 - a. Original - to appellate court.
 - b. First copy - to remain in trial court.
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachments -
 - a. Items described in Data Element No. 4.
4. Preparation details
 - a. Data Element Nos. 4, 5 and 6 - Complete Data Elements Nos. 4 and 5 for each document, pleading or other paper accompanying this form. For each such paper which exceeds one page in length, also include the page numbers of pages being sent, even if the entire paper is being sent.

..... **1** Circuit Court Case No. **2**

..... **3**
 V.

Rule 5:3 and 5A:10

TABLE OF CONTENTS

Name of Paper	Date Filed	Page
4	5	6

I, the undersigned, certify that the papers listed above and filed herein are the original papers entered in the above-styled case and constitute the true and complete record in such case except for exhibits whose omission is noted in the table of contents.

..... **7**, Clerk

By: **8**
 Deputy Clerk

DATA ELEMENTS

1. Court name.
2. Court case number.
3. Style of case.
4. Name of document, pleading, other paper or exhibit being sent to the appellate court. See Using This Form, 4(a).
5. Date document, pleading, other paper or exhibit was filed in the circuit court. Using This Form, 4(a).
6. Page number(s), if applicable, of the document, pleading, other paper or exhibit. Using This Form, 4(a).
7. Signature of clerk if clerk prepared Table of Contents. If deputy clerk prepared this form, print or type the clerk's name.
8. Signature of deputy clerk if deputy clerk prepared Table of Contents.