

Instructions for Filing the Record on Appeal

The record on appeal, even if filed through the electronic filing system, must comply with Supreme Court Rules 30.04 and 81.12, 81.14, 81.15 and 81.18 and this court's Special Rule 2, unless specifically modified by any electronic filing rule.

Legal File

Certified copies of trial court documents must still be ordered from the circuit clerk. The circuit clerk will provide paper copies of those documents. The legal file must still be prepared with a cover sheet, index, certificate of service, be paginated and the docket sheets first followed by the oldest pleading and the remaining documents in chronological order.

The paper legal file must then be scanned and converted into a PDF document in order to file it electronically. A scanned document may not exceed 7MB. A legal file may be scanned into sections if necessary to keep the document under 7MB. The total submission may not exceed 21MB. Multiple submissions may be done if necessary. Service is accomplished on registered users through the electronic filing system but the legal file must still contain a certificate of service. Service is accomplished on non-registered users pursuant to Rule 43.01.

Transcript

The court reporter will provide you with a paper copy in full or reduced page format. The electronic version of the transcript must be a searchable PDF in full page per sheet format pursuant to S.D. Special Rule 19 and signed by the court reporter pursuant to Rule 41.08(c). Service is accomplished on registered users through the electronic filing system but the transcript must still contain a certificate of service. Service is accomplished on non-registered users pursuant to Rule 43.01.

If you have any technical questions about electronic filing, such as how to scan documents or attached documents to your filing, please contact the OSCA Help Desk at 1-888-541-4894.

If you have questions about the format or content of your record on appeal, please contact the Southern District Clerk's Office at 417-895-6811.