District of Columbia
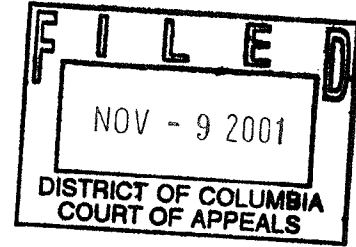# Court of Appeals

No. M-211-01

Before: Wagner, Chief Judge; Terry, Steadman, Schwelb, Farrell, Ruiz, Reid, Glickman, and Washington, Associate Judges.

ORDER

The following special procedures shall apply to appeals taken in cases on the Superior Court's Civil I calendar where pleadings and other documents deemed by the parties as necessary for the appeal were electronically filed ("e-filed"):

1. The Designation of Record (DR) required by D.C. App. R. 10(a) shall identify separately the documents that were filed in paper and those filed electronically. The Clerk of the Superior Court shall assemble and prepare for transmission to this court as the record on appeal those documents filed in paper that were designated by the parties. Paper copies of the documents filed electronically are not required.

2. Appellant shall within 10 days after filing the notice of appeal, order transcripts needed for the appeal and file the statement required D.C. App. R 10(c). If no transcript is required for the appeal, appellant shall within the same time frame file a statement to that effect with this court. Failure to order transcripts within the time frame set forth in the rule may result in the issuance of a briefing order and this court will look with disfavor upon a request to suspend briefing pending completion of late-ordered transcripts.

3. Appellant shall file with its brief four (4) copies of a list of the e-filed documents identified by any party in a designation or counter-designation of record as documents to be included in the record on appeal. Each e-filed document shall be identified in the list by its date and caption.

4. References in the briefs to an e-filed document designated as to be included in the record on appeal shall be by its date and caption.

The Clerk of the Superior Court shall, pursuant to DC App. R 4(c), continue to transmit to this court forthwith a copy of the notice of appeal, a copy of the jacket entries, and a copy of the docket entries.

PER CURIAM