

**ADDITIONAL INSTRUCTIONS**  
**FOR TRANSCRIPT DESIGNATION AND ORDERING FORM**  
**(CA9-036)**

In addition to the specific instructions included on the enclosed form, the following guidelines are offered:

- (1) This form is sent to the appellant and appellee upon the filing of the notice of appeal.
- (2) The appellant should notify the appellee, in writing, within 10 days from the filing of the notice of appeal of his planned designation or non-designation as the case may be, per FRAP 10(b) and Circuit Rule 10-3.1. (If less than the entire transcript is designated, a “Statement of the Issues to be Presented on Appeal” should be filed with the United States Court of Appeals and served upon the appellee within ten days from the filing of the notice of appeal.)
- (3) The appellee should notify the appellant of any further designations, following the appropriate rule, i.e. within twenty (20) days from the filing of the notice of appeal.
- (4) If the appellant is unable to contact the appellee or does not receive any response within the time prescribed, this information should be noted on the designation form.
- (5) The appellant should then complete the enclosed form and send a copy to the court reporter(s), (in cases involving multiple reporters, serve a copy to each reporter), the District Court Clerk’s Office, and to opposing counsel. This should be done within thirty (30) days from the filing of the notice of appeal. (Note: the appellant should complete and file the enclosed form even if the designated transcripts are already on file. A notation to that effect should be noted on the enclosed form).
- (6) If opposing counsel wishes to file a supplemental designation of transcript, a motion to supplement the record must be filed with the Ninth Circuit Court of Appeals.
- (7) The District Court will not accept or file any late designations without an order from the Ninth Circuit Court of Appeals.