Dear Self-Represented Litigant:

You have elected to use an “Appendix” (in effect, a Do-It-Yourself Clerk’s Transcript), rather than a *clerk-*prepared Clerk’s Transcript, as the record of documents filed in the Superior Court proceedings in your case. This Clinic does not provide direct person-to-person assistance in the preparation of Appendices, but we are able to provide you with some basic information and with a sample Appendix.

Please find the following--

1-[Rule 8.122(b)](https://www.courts.ca.gov/cms/rules/index.cfm?title=eight&linkid=rule8_122) of the California Rules of Court, which sets for the required contents of a Clerk’s Transcript or, as is explained in Rule 8.124, an Appendix;

2-[Rule 8.124](https://www.courts.ca.gov/cms/rules/index.cfm?title=eight&linkid=rule8_124) of the California Rules of Court, which governs the form, contents, service and filing of an Appendix; and

3-[Rule 8.144](https://www.courts.ca.gov/cms/rules/index.cfm?title=eight&linkid=rule8_144) of the California Rules of Court, the Rule that Rule 8.124 requires a Clerk’s Transcript or Appendix to conform to; and

4-A sample Appendix – from the Court.

For detailed guidance on the requirements for an Appendix, go to the following section of the Appellate Courts Self-Help Resource Center—

<https://selfhelp.appellate.courts.ca.gov/knowledge-center/designating-the-record>

When the page opens, scroll down to the section, “How To Include Documents In The Record On Appeal.” Under that heading, click first on the link, “Choosing What Documents To Send To The Court Of Appcal.” When you have read the material at that link, go bach and click on the link, “Deciding how to send the documents to the Court Of Appeal”; in the list that then appears, scroll down to “Appendix,” and click on it.