Step 2: Designate the Transcripts

1. Purpose: The Designation lets the District Court know which transcripts, if any, to include in the Record on Appeal.

The facts that were testified to at the hearing or trial are provided in a document called a transcript. A transcript is a typed word for word account of what was said in Court.

2. Deadline: Within 7 Days after filing the Notice of Appeal.

3. The Form: JDF 1912 - Designation of Transcripts.

Case Caption *(Boxes on the 1st Page)*

- Enter the address of the District Court.
- Enter the parties' names.
- Enter your contact information.
- Enter your case numbers and courtroom/division number.

Body of the Form

1) **Transcripts:** List each transcript you purchased to be a part of the Record on Appeal. For events that lasted more than one day, list each day separately. For each transcript, include:

   - The type of event held in court.
   - The date of the event.
   - The time the event started.

   Examples:

   1. Trial Day 1 - July 2, 2018 beginning at 9:30 am.

2. Sentencing Hearing - August 3, 2018 at 11 am.

2) Submit [JDF 4 - Transcript Request Form](#) to the District Court.

3) You will have to pay for the transcripts. A transcriptionist will arrange payment with you after you file the Transcript Request Form.

Do not attach transcripts to this form.

Transcripts are sent by the transcriptionist to the District Court. The District Court will then send them to the Court of Appeals. The Court of Appeals will send you a copy.

4) **Certificate of Service:** You must send a copy of your Designation to the other parties. Send the party's copy to their lawyer if they have one.

5) Sign and Date the form

4. Filing: You must file the Designation of Transcripts in your District Court **and** Court of Appeals case. You may file by mail or in person. The Courts must receive the document by the deadline.

5. Read: [Colorado Appellate Rule (C.A.R.) 10](#). You may view this and other court rules at:

http://www.lexisnexis.com/hottopics/colorado/

6. Next Step: [Step 3 - Record on Appeal](#).