

§ 2-204. Transcript.

(A) How Ordered; Contents.

(1) Upon E-Filing the notice of appeal with the clerk of the trial court, the appellant shall also E-File a praecipe with the clerk of the trial court from which the appeal is taken directing the clerk of the trial court to prepare the transcript. Except as otherwise provided by § 2-104(A)(1)(b), (c), and (d), only documents identified by the requesting party shall be included by the clerk in the electronic transcript.

(2) [Reserved.]

(3) The transcript shall be electronically prepared by the clerk of the trial court using JUSTICE procedures. Except as otherwise provided by § 2-104(A)(1)(b), (c), and (d), the clerk of the trial court shall select only the documents identified on the praecipe for preparation of the transcript. If the request is made for documents that have already been transmitted to the Clerk of the Supreme Court and Court of Appeals pursuant to § 2-101(B), such documents shall be included in the electronic transcript despite the last sentence of § 2-104(A)(3). If request is made for documents not present in the record of the case, the clerk of the trial court shall certify that absence to the Clerk of the Supreme Court and Court of Appeals using JUSTICE procedures. The transcript shall be submitted from the trial court to the Clerk of the Supreme Court and Court of Appeals by System-To-System Transfer.

(B) Form. The electronic transcript shall be compiled using JUSTICE procedures.

(C) Supplemental Transcript. A request for a supplemental transcript may be E-Filed with the clerk of the trial court. Where E-Filing is used to request a supplemental transcript, service shall be made and proved through E-Service. Supplemental transcripts shall be submitted by the trial court in the same form as electronic transcripts using JUSTICE procedures. Requests for supplemental transcripts shall be limited to only those documents missing from the original transcript and necessary to the proper presentation of the case in the appellate courts.

(D) Cases Previously Before the Court. If a case has been appealed previously and a transcript filed in the appellate court in the earlier case, the electronic transcript in the new appeal may contain duplicate documents from the previous appeal.

§ 2-204(C) amended October 22, 2014; § 2-204 (A)(1) and (C) amended October 19, 2016.
