

§ 12.25 Request for Additions to the Record on Appeal After the Record has been Transmitted

IN THE (SUPREME COURT)(COURT OF APPEALS) OF THE STATE OF KANSAS

[Insert Name],

Plaintiff-Appellee,

vs.

[Insert Appellate Court Case Number]

[Insert Name],

Defendant-Appellant.

REQUEST FOR ADDITIONS TO THE RECORD ON APPEAL

Appellant asks that several documents be added to the record on appeal.

1. *Background.* The record on appeal in this case is now in the possession of the clerk of the appellate courts.
2. *Authority.* Supreme Court Rule 3.02(d)(4).
3. The following exhibits, depositions, and transcripts must be added to the record on appeal: [Enumerate and describe each exhibit, deposition, instruction, or transcript.] [Briefly explain the reason for the addition.]

Attorney's Signature

/s/ _____

Attorney's Name (typed or printed)

Kansas Attorney Registration Number

Address

Telephone Number

Fax Number

E-mail Address

Name of the Party Represented

CERTIFICATE OF SERVICE

I certify that a true and correct copy of this Request was sent by [Insert Method] on [Insert Date] to:

[Insert names and addresses of those on whom service is made, including the court reporter if he or she has custody of the requested exhibits.]

/s/
Attorney's Name and Registration Number

PRACTICE NOTE: This form should be used when the record has been transmitted to the clerk of the appellate courts.

If the record is still in the district court, a request simply listing the additions can be served on the clerk of the district court if the additions are part of the entire record in this case. No court order is required. See Rule 3.02. A court order will be required if the additions are not part of the entire record in this case. For example, they are part of the record in another case.

A request for additions to the record is not a substitute for a request for transcript under Rule 3.03. See § 12.22, *supra*.