

## INSTRUCTIONS FOR FILING CRIMINAL APPEALS

- STEP 1 Type in all applicable information on the form then print, sign, and file with the Court.
- STEP 2 To file, you must submit the completed form to the Court by mail or in person.
- STEP 3 **If filing by mail**, send the completed form to the Scottsdale City Court at 3700 North 75<sup>th</sup> Street Scottsdale, AZ 85251. You must also include \$17 check payable to the Scottsdale City Court for the cost of the audio copy of the proceeding (The Court must receive the form within the allowable time frame).

**If filing in person**, bring the completed form to the Court.





<p>STATE OF ARIZONA</p> <p>VS.</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ ZIP _____</p> <p>_____</p> <p>Telephone</p>	<p>Case #:</p>    <p>Complaint #:</p>	<p><b>APPELLANT'S DESIGNATION OF RECORD (CRIMINAL)</b></p>
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**INSTRUCTIONS TO APPELLANT:** This Designation of Record is to be filed within the 14 calendar day appeal time limit. File an original and one copy with the trial court. Pursuant to Rule 7 of the appellate rules, the following items are automatically part of the record: notice of appeal, docket, record of payment of fine or bond, charging document, judgment or ruling appealed from, motions, responses, exhibits, trial recording or transcript (excluding voir dire, argument, and jury instructions).

You are reminded that you may be responsible for the cost of preparing any tape or transcript of a proceeding that you wish added to the record on appeal.

List below any additional items that you wish included in the record on appeal:

- 1.
- 2.
- 3.
- 4.
- 5.

\_\_\_\_\_

Date

\_\_\_\_\_

Appellant's or Attorney's Signature

\_\_\_\_\_

Bar Number