



# Justice Administrative Commission

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Website: [www.justiceadmin.org](http://www.justiceadmin.org)

## Request to Open Appellate Case

### For Submission of Appellate Transcript Invoice

Defendant Name: \_\_\_\_\_

Trial Case Number: \_\_\_\_\_

Attorney at Disposition of Trial Case: \_\_\_\_\_

Who is handling the Appeal?

- Regional Counsel/Public Defender
- Pro Se* (Defendant represents himself/herself)

JAC will only open the appellate case for billing purposes when this form is submitted with the required documents. If this form is submitted without the required documents, the form **will be rejected and returned to you** and the **case will not be opened**. Required Documents (please attach):

- Notice of Appeal
- Designation to Court Reporter

**\*Please Note:** This form is **not required** if the Appellate Attorney is appointed by the Court or privately retained by the defendant.

This form and required documents are to be submitted to [pleadings@justiceadmin.org](mailto:pleadings@justiceadmin.org).