

Appealing to the Appellate Court of Maryland

Part 3: Transcripts and the Court Record

Please note that the video series, “Appealing to the Appellate Court of Maryland.” and the accompanying tip sheets cover how to appeal your circuit court case to the Appellate Court of Maryland. For information on appealing a District Court case, visit the Maryland Court Help webpage on [Appeals and Motions After Trial in the District Court](#).

Watch the Video



Ordering the Transcript

- The court will need to review a written transcript of the trial or hearing.
- It is your responsibility to provide the transcript. You cannot produce it yourself. You must have an approved court reporting company create it from audio or video recording provided by the court.
- Visit the circuit court website or contact the court to find more information on how to order the transcript. The [Maryland Courts website](#) lists each circuit court’s number, address, and website.
- In a civil case, the Appellate Court of Maryland will issue an order letting you and other side know that the appeal will proceed. This order will give you a timeline for requesting the transcript.
- In most cases you must request the transcript **within 10 days of when you received the order**.
- However, you must order your transcript earlier, **within 10 days of filing the Notice of Appeal**, if you are:
 - ☐ appealing a criminal case and are not represented by a lawyer, or
 - ☐ your appeal did not require the Civil Appeal Information Report.
- Some cases may be expedited and will typically have a **5-day deadline** to order the transcript. Check the Maryland Rules or talk to a lawyer for more information.
- When you order the transcript, request copies for the court, yourself, and the other party.
- Serve a copy of the transcript on the other party or their lawyer, if they have one.

Record and Record Extract

- It is your responsibility to make sure that the record sent to the circuit court is complete and arrives by the deadline.



Maryland Court Help

Free. Online. In Person. By Phone.

- ❑ Check with the clerk in the circuit court to make sure the record was sent to the Appellate Court.
 - ❑ If more time is needed, before the transcript deadline expires, you may have to ask the Appellate Court for an extension. Read [Maryland Rule 8-412](#) for more information
- In some cases, you will also be required to submit a **record extract** with your brief. A record extract is a copy of court papers necessary for the Appellate Court to review your case. This includes:
 - ❑ The docket entries;
 - ❑ The judgment or order from which you are appealing;
 - ❑ Parts of the transcript; and
 - ❑ Exhibits.
- If you are representing yourself and the court has allowed you to provide an informal brief, instead of a regular brief, you will not be required to submit a record extract.
- If you are unsure if you need a record extract, talk to the clerk in the [Appellate Court](#).

Resources

- Find more information on appealing to the Appellate Court of Maryland on the Maryland Court Help webpage on [Appeals to the Appellate Court of Maryland](#).
- If you want to hire a lawyer but are unsure how to do so, watch the Maryland Court Help video, "[Finding Legal Help in a Civil Case](#)."
- If you represent yourself in the appeal, consider visiting a law library for help with legal research. A librarian may be able to direct you to the right resources. For a list of hours and locations, visit the Thurgood Marshall State Law Library's [directory of Maryland circuit court law libraries](#).