

TRANSMITTAL OF AGENCY RECORD

TO: Superior Court Clerk Date: \_\_\_\_\_

\_\_\_\_\_  
(Court Address)  
\_\_\_\_\_

FROM: \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Name of Person at Agency)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

RE: Case Name: \_\_\_\_\_  
Appeal Case Number: \_\_\_\_\_ CI  
Agency Case Number: \_\_\_\_\_

Pagination of the agency file has been completed. In accordance with Appellate Rule 604(b)(1)(B)(ii) and (iii), the following items are being forwarded to you:

- |  |   |
|--|---|
| _____ volumes of agency file (a copy)  | _____ list of exhibits being forwarded    |
| The file is numbered from              | (List only those not included in          |
| page _____ to _____.                   | the agency file.)                         |
| _____ volumes of transcript (original) | _____ envelopes/boxes containing exhibits |
| _____ volumes of depositions (copies)  | _____ list of exhibits retained by agency |
|  | _____ other: _____                        |
|  | _____                                     |

If the court needs any of the exhibits being retained by the agency, the court must contact the following person:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone No. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative

Location: \_\_\_\_\_