

INSTRUCTIONS FOR ELECTRONICALLY FILING APPENDICES

1. Appendices must be filed electronically by all parties who are represented by counsel. See 1st Cir. R. 25.0(b). Litigants proceeding pro se are not required to file an appendix.
2. Documents included within the appendix may be scanned or converted to PDF. Although preferable, appendices are not required to be text-searchable.
3. The Notice of Docket Activity that is generated by the court's electronic filing system constitutes service of the appendix on all ECF Filers. Parties who are not registered as ECF filers must be served with a paper copy of the electronically-filed appendix. See Fed. R. App. P. 25(c). After the appendix is accepted for filing, the clerk will set a deadline to file paper copies of the appendix with the court. Paper copies of the appendix do not need to be served again on the parties.
4. The appendix must be consecutively paginated and begin with a table of contents identifying the page at which each part begins. See Fed. R. App. P. 30(d).
5. Sealed or non-public documents, such as a presentence investigation report or statement of reasons in a criminal case, must be filed in paper form only, in a separate volume of the appendix clearly marked "FILED UNDER SEAL." See 1st Cir. R. 11.0(c) and 30.0(g).
6. To file the appendix in ECF, select *Appendix (FRAP 30)* as the type of document. Appendices that exceed 50 MB must be split into multiple PDF files. The entire appendix should be filed as one transaction, but you can add multiple PDF files to that transaction by clicking the *Browse* button after each attachment. The number of PDF files in the electronic version of your appendix does not have to match the number of volumes in a paper formatted version of your appendix; however, the contents of both the electronic and paper versions must be otherwise identical, and each paper volume should have a cover page and table of contents.
7. When an appendix is filed electronically, it is deemed tendered. The clerk's office will review the tendered appendix and, if it is compliant with the Federal Rules of Appellate Procedure and the Local Rules of this court, send a notification accepting the appendix as filed and set a 7-day deadline for submitting 5 paper copies.
8. For additional guidance, see the court's [Notice to Counsel Regarding Contents of the Appendix](#), Fed. R. App. P. 30, 1st Cir. R. 25.0, and 1st Cir. R. 30.0.