

RULE 26.02. Courts of Appeals--Records Retention Schedule.

(A) **Definition of docket.** As used in this rule, "docket" means the record where the clerk of the court of appeals enters all of the information historically included in the appearance docket, the trial docket, the journal, and the execution docket.

(B) **Required records.**

(1) The court of appeals shall maintain an index, docket, journal, and case files in accordance with Sup. R. 26(B) and divisions (A) and (C) of this rule.

(2) Upon the filing of any paper or electronic entry permitted by the court of appeals, a stamp or entry shall be placed on the paper or electronic entry to indicate the day, month, and year of filing.

(C) **Content of docket.** The docket of the court of appeals shall be programmed to allow retrieval of orders and judgments of the court in a chronological as well as a case specific manner. Entries in the docket shall be made as events occur, shall index directly and in reverse the names of all parties to cases in the court of appeals, and shall include:

(1) Names and addresses of all parties in full;

(2) Names, addresses, and Supreme Court attorney registration numbers of all counsel;

(3) The issuance of documents for service upon a party and the return of service or lack of return;

(4) A brief description of all records and orders filed in the proceeding, the date and time filed, and a cross reference to other records as appropriate;

(5) A schedule of court proceedings for the court of appeals and its officers to use for case management purposes;

(6) All actions taken by the court of appeals to enforce orders or judgments.

(D) **Retention schedule for the index, docket, and journal.** The index, docket, and journal of the court of appeals shall be retained permanently.

(E) **Retention schedule for case files.**

1) Court of appeals case files shall be retained for two years after the final order of the court, except for files of death penalty cases, which shall be retained permanently in their original form.

(2) Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum may be kept separate from the case file, retained in the case file, or destroyed at the discretion of the preparer.