

## APPELLATE TRANSMITTAL SHEET

\*\*\* (Updated September 2024)

This packet must be completed and sent to the Appellate Division within 20 days from the sentencing or the final order being appealed to insure a timely filed notice of appeal. Failure to timely submit a packet may result in the appeal being dismissed.

To submit a packet:

1. Send a brief email with the defendant's name and case number to [appellate.packet@coloradodefenders.us](mailto:appellate.packet@coloradodefenders.us) to alert the Appellate Division (all paralegals listed below are notified via this e-mail address) that a packet is on its way; and
2. Email the completed packet and necessary attachments to [appellate.packet@coloradodefenders.us](mailto:appellate.packet@coloradodefenders.us). If you cannot send the packet and necessary attachments via e-mail, please contact us via e-mail at [appellate.packet@coloradodefenders.us](mailto:appellate.packet@coloradodefenders.us) to discuss other options for submitting the documents.

**NOTE:** If you have any questions, please feel free to contact Leslie Pesch, Alicia Thomas, Summer Chamberlin, and Emma Fowkes in the Appellate Division at 303-764-1400.

**\*\*\*PLEASE FILL OUT COMPLETELY----THANK YOU!**

DEFENDANT NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

COUNTY: \_\_\_\_\_

The following items are included in this appellate packet (please provide all necessary documents, as we do not always have access to documents via CCEF):

\_\_\_\_\_ Appellate Data Sheet

\_\_\_\_\_ Motion In Forma Pauperis and for Appointment of Public Defender on Appeal (MANDATORY FOR FILING OF NOTICE OF APPEAL)

\_\_\_\_\_ **Signed** Written Order or Minute Order Reflecting Appointment of Public Defender on Appeal and the Granting of In Forma Pauperis (MANDATORY FOR FILING OF NOTICE OF APPEAL)

\_\_\_\_\_ **Signed** Mittimus or Conditions of Probation or Sentencing Order  
(MANDATORY FOR FILING OF NOTICE OF APPEAL)

\_\_\_\_\_ Presentence Report (IF ONE WAS PREPARED)

\_\_\_\_\_ A Complete Set of Minute Orders (IF AVAILABLE)

\_\_\_\_\_ Dates of Trial and Motions Hearings (MANDATORY)

\_\_\_\_\_ List of Exhibits Necessary for Appeal (MANDATORY)

**IF A MOTION FOR NEW TRIAL WAS FILED**

\_\_\_\_\_ Motion for New Trial

\_\_\_\_\_ Order Denying Motion for New Trial (MANDATORY)

**IF THIS IS AN APPEAL OF THE DENIAL OF A 35(C or A)  
MOTION**

\_\_\_\_\_ 35(C or A) Motion (MANDATORY)

\_\_\_\_\_ Order Denying 35(C or A) Motion (MANDATORY)

**IF THIS IS AN APPEAL OF A REVOCATION**

\_\_\_\_\_ Revocation Complaint (MANDATORY)

\_\_\_\_\_ Order Granting Revocation (MANDATORY)

**IF THIS IN AN APPEAL OF RESTITUTION**

\_\_\_\_\_ Request(s) for Restitution

\_\_\_\_\_ Response(s)/Objection(s)

\_\_\_\_\_ Order(s)

**IF A MOTION FOR APPEAL BOND WAS REQUESTED**

\_\_\_\_\_ Motion for Appeal Bond (IF WRITTEN NOTICE WAS FILED)

\_\_\_\_\_ Order on Appeal Bond (SIGNED WRITTEN ORDER OR MINUTE  
ORDER)

## APPELLATE DATA SHEET

**TYPE OF APPEAL (Please Circle):** ☐ CONVICTION & SENTENCE (**TRIAL**)

☐ SENTENCE ONLY (**PLEA**)

☐ DENIAL 35(C/A) MOTION

☐ PEOPLE'S

☐ REVOCATION:  
PROBATION  
DEFERRED SENTENCE  
COMMUNITY CORRECTIONS

☐ RESTITUTION

☐ OTHER (Please Specify)\_\_\_\_\_

\_\_\_\_\_

Appeal from the District Court of \_\_\_\_\_, County, Colorado

Honorable \_\_\_\_\_, Judge(s)

Division or Courtroom \_\_\_\_\_

District Court Case No. \_\_\_\_\_

THE PEOPLE OF THE STATE OF COLORADO

Plaintiff

v.

\_\_\_\_\_

Defendant

## **GENERAL CASE AND DEFENDANT INFORMATION**

ATTORNEY FOR DEFENDANT IN DISTRICT COURT: \_\_\_\_PD \_\_\_\_PC \_\_\_\_ADC  
NAME OF ATTORNEY IN DISTRICT COURT:

ADDRESS, E-MAIL ADDRESS, AND PHONE NUMBER OF ATTORNEY IN  
DISTRICT COURT:

DEFENDANT'S PRESENT ADDRESS:

DEFENDANT'S DATE OF BIRTH/DOC NUMBER:

DEFENDANT'S PRONOUNS:

IS DEFENDANT ENGLISH SPEAKING? YES OR NO

DEFENDANT'S PREFERRED LANGUAGE:

## **CONFLICT INFORMATION**

IF DEFENDANT WAS REPRESENTED BY ADC IN THE DISTRICT COURT,  
PLEASE STATE THE NATURE OF PUBLIC DEFENDER'S CONFLICT OF  
INTEREST:

NAME OF CO-DEFENDANT[S] (if any):

WAS CLIENT CONVICTED OF HABITUAL CRIMINAL COUNTS? IF SO, WAS  
CLIENT REPRESENTED BY CURRENT PD(S) ON PRIORS? WAS INEFFECTIVE  
ASSISTANCE OF COUNSEL RAISED DURING HABITUAL CRIMINAL  
PROCEEDINGS?

DID THE CLIENT MAKE ANY ALLEGATIONS OF INEFFECTIVE ASSISTANCE  
OF COUNSEL OR OF A CONFLICT WITH TRIAL COUNSEL TO THE COURT? IF  
YES, PLEASE EXPLAIN. IF YES AND A WRITTEN MOTION WAS FILED,  
PLEASE ALSO SEND WITH THE PACKET.

<p style="text-align: center;"><b>DESCRIPTION OF NATURE OF CASE AND DISPOSITION IN TRIAL COURT</b></p>
--

ORIGINAL CHARGES FOR WHICH DEFENDANT WAS TRIED:

CHARGES FOR WHICH DEFENDANT WAS CONVICTED OR PLED GUILTY:

DATE JUDGMENT OF CONVICTION ENTERED OR DATE OF PLEA:

DATE SENTENCE IMPOSED:

SENTENCE:

**RESTITUTION:**

Has the DA requested Restitution?

Has the Court ordered Restitution?

Are you filing an objection to Restitution?

**PROSECUTION COSTS:**

Has the DA requested Prosecution Costs?

Has the Court ordered Prosecution Costs?

Are you objecting to Prosecution Costs?

**COURT COSTS/FEE/SURCHARGES (Total Amount of Money Owed that is  
Listed on the Financial Summary in Minute Orders):**

Did you or are you filing a Motion to Waive?

**MOTION FOR NEW TRIAL:**

WAS MOTION FOR NEW TRIAL FILED?

DATE MOTION FOR NEW TRIAL FILED:

DATE MOTION FOR NEW TRIAL DENIED:

## APPEAL BOND INFORMATION

WAS AN APPEAL BOND REQUESTED:  
WAS AN APPEAL BOND GRANTED:  
IF GRANTED, IN WHAT AMOUNT:

## APPEALS OF DENIAL OF 35(C) MOTIONS

NOTE: If this is an appeal of the denial of a 35(c) motion, please complete the following questions and please send all 35(c) motions/responses/orders. If this is not an appeal of the denial of a 35(c) motion, please go on to the next section.

DATE 35(C) MOTION WAS FILED:  
DATE 35(C) MOTION WAS DENIED:  
WAS MOTION FILED PRO SE BY DEFENDANT?

## EVALUATION OF APPELLATE ISSUES

NOTE: List issues in order of priority, **NOT** in chronological order.

## DESIGNATION OF RECORD INFORMATION

(\*\*TRANSCRIPTS WILL NOT BE ORDERED UNLESS DATES ARE LISTED)

Were there any problems with recording or virtual hearings that might lead to an incomplete transcript?

DATES OF MOTIONS HEARINGS:

DATE OF PROVIDENCY HEARING (if defendant entered a guilty plea):

DATES OF TRIAL:  
DATE OF SENTENCING:

In order to ensure that a complete record on appeal is designated and filed, please note whether any of the following occurred in your case and whether you believe the action could be the basis of an issue on appeal:

\_\_\_\_\_ Challenge for Cause After Exhaustion of  
Peremptory Challenges---POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Objection to Prosecution's Closing  
Argument---POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Refused Defense Instructions  
POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Jury Misconduct---POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Aggravated Sentence---POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Denial of Change of Venue---POSSIBLE ISSUE? YES OR NO

\_\_\_\_\_ Prosecution PowerPoint --- POSSIBLE ISSUE? YES OR NO

WERE THERE ANY SPECIAL HEARINGS, REPORTS OR OTHER DOCUMENTS  
THAT NEED TO BE SPECIFICALLY DESIGNATED FOR INCLUSION IN THE  
RECORD ON APPEAL?

IF YOU HAVE TRANSCRIPTS OF ANY AUDIO OR VIDEO-TAPED INTERVIEWS  
WHERE THE INTERVIEWS WERE ADMITTED INTO EVIDENCE AT TRIAL BUT  
THE TRANSCRIPTS WERE NOT, PLEASE ATTACH THE TRANSCRIPTS.

IN THIS PARTICULAR CASE, WOULD YOU LIKE THE APPELLATE ATTORNEY  
TO CONTACT YOU TO DISCUSS THE ISSUES WHICH WILL BE RAISED ON  
APPEAL?

\_\_\_\_\_