

Authenticating a Transcript?

Remember: collect all signatures on one document before uploading the transcript authentication page.

CompFile

TRANSCRIPT AUTHENTICATION

[Case Name]
[Case Number]
Hearing Date(s): [hearing date/dates]
Date Transcript Filed: [transcript upload date by ct reporter]

Return Date on Review: [2 months from transcript filed date]

Briefs: Briefs are due thirty (30) days from Return Date on Review, and responsive briefs are due fifteen (15) days from the date the first brief was due.

ATTENTION: The party filing the Petition for Review should gather signatures from all parties, after which the filing party will upload the fully signed form into CompFile. **Only the party filing the Petition for Review should upload the fully signed authentication form.** If more than one party files a Petition for Review, then counsel are required to arrange among themselves for only one of them to upload the fully signed authentication form.

SIGNATURES:

Attorney Signature

[Petitioner firm name]
Counsel for Petitioner
By:
Date:

Attorney Signature

[Respondent firm name]
Counsel for Respondent
By:
Date:



The authentication page must be signed by the attorneys for all parties on the case. However, only one authentication page should be uploaded in CompFile.

The party who filed the petition for review should gather the signatures from the attorney parties and upload the fully signed form into CompFile. If more than one party files a petition for review, counsel are required to arrange among themselves for one attorney to upload the fully signed authentication form.

IMPORTANT: Do NOT upload an authentication page signed by only one party. The authentication must be completed by ALL parties and uploaded into CompFile at one time. If there were multiple hearings leading up to the decision, you would still only upload a single, fully-signed-by-all-parties authentication form.