

**Appellate Court Clerk's Office  
Exhibit Sign Out Sheet**

Style:

Docket Number:

**Certification of Counsel**

By signing this exhibit sign out sheet, counsel of record certifies that he or she has reviewed the exhibits when the exhibits came into his or her possession and that all the exhibits in this record on appeal are accounted for and in proper order.

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Counsel of Record  
(Print Name)

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Date

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Counsel of Record  
(Signature)

**Appellate Record Checkout Policies  
of the Appellate Court Clerk's Office**  
(Applicable only to pending and active appeals)

1. Counsel of record for whom the record is being checked out is responsible for ensuring that the entire record including volumes of the technical record and/or transcripts are returned to the Clerk's Office in same condition and order as when checked out in accordance with Tenn. R. App. 25(c) ("The attorney shall return the record to the clerk in its entirety and in an organized manner, with all volumes of the record intact and with all exhibits accounted for.").
2. Counsel of record may check out exhibits (**except audio and/or video tapes and/or discs**) only upon completing, personally signing, and returning the Exhibit Sign Out Sheet to the Appellate Court Clerk's Office prior to checking out the exhibits. The completed sign out sheet may be faxed to the Appellate Court Clerk's Office at no charge. If after counsel of record has received the exhibits there is a discrepancy in the number and/or condition of exhibits, it is the responsibility of counsel of record to immediately notify the Appellate Court Clerk's Office. Finally, counsel of record must return all exhibits in the same condition and order as when checked out in accordance with Tenn. R. App. 25(c) ("The attorney shall return the record to the clerk in its entirety and in an organized manner, with all volumes of the record intact and with all exhibits accounted for.").
3. Records must be returned to the Clerk's Office not later than one business day after counsel files his or her brief in accordance with Tenn. R. App. P. 25(c) so that opposing counsel or the Court may have access to the record in a timely fashion.
4. Violation of any of these policies may result in: (a) suspension or complete loss of checkout privileges for counsel of record in all future appeals in the Tennessee appellate courts ; (b) payment by counsel of record for the cost of reconstructing the record ; and/or (c) other sanctions. *See* Tenn. R. App. P. 25(c).
5. These policies do not apply to pro se litigants who must file a motion to check out a record in accordance with Tenn. R. App. P. 25(c).