

# MEMORANDUM

**To:** Appellate Court Clerk's Office  
**From:** \_\_\_\_\_ [Insert Name and Title] \_\_\_\_\_ [Insert County]  
**Date:** \_\_\_\_\_  
**Subject:** Notice regarding Failure of Appellant to File Transcript in  
\_\_\_\_\_  
[Insert Case Name and Appeal Number]

## NOTICE

I, \_\_\_\_\_ [Insert Name and Title] \_\_\_\_\_ [Insert County]  
certify that the appellant has not filed a transcript in \_\_\_\_\_ [Insert Case Name and Appeal Number]  
within 60 days of the filing of the Notice of Appeal as required by Rule 25(a) of the  
Tennessee Rules of Appellate Procedure.

\_\_\_\_\_  
[Insert Name and Title] [Insert County]