MEMORANDUM

IO: The Appellate Courts
FROM: Name of Court Reporter
COPY: Names of Attorneys and Pro Se parties
SUBJECT: Appellate Caption and Case No.:
ABC Company v. XYZ Corporation
123456

MESSAGE:

This is a test of the memo form. This is a test of the memo form.

This is a test of the memo form. This is a test of the memo form.

/ _S /Name of Court Reporter	, CCR/CSR
Official Court Reporter No. ID#	
Telephone No.: (XXX) XXX-XXXX	
Address: Address Line 1	
Address Line 2	
Email Email address	

CERTIFICATE OF SERVICE

I, Name of Court Reporter , CCR/CSR, hereby certify that I filed the original of the	
above and foregoing MEMORANDUM electronically with the Clerk of the District Court and	1
that I served a true and correct copy on this #Day day of Month	,
	_•
20 Year, to:	
Clerk of the Appellate Courts	
Via Method of Service, Blank if method of service is efiling. Address line if mailing by U.S. Mail or the Fax Telephone Num	ber
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	per
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	ber
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	ber
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	ber
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	ber
Additional line if needed for address	
Attorney/Party Name Name of the Pro Se or Attorney	
Attorney for: Name of the Party they represent if Attorney is listed above; blank if party is a Pro Se.	
Via Method of Service, Blank if method is efiling; address line if mailing by U.S. Mail or Email or the Fax Telephone Num	ber
Additional line if needed for address	
I=/Name of Court Penerter COD/C	CD.
/s/ Name of Court Reporter , CCR/C	ж
Official Court Reporter Number: ID #	
Nilmper: IV #	