

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a copy of the above Praecipe for Transcript was served upon:

[Check one method of service for each party served]

Name: _____
[name of service recipient]

Mail: _____
[street address]

[city, state, & zip code]

Fax: _____
[fax number, including area code]

Hand Delivery: _____
[address where delivered, city, state, & zip code]

Electronic Mail: _____
[electronic mail (email) address]

Date of Service: _____
[month, day, and year that the document was served]

Name: _____
[name of service recipient]

Mail: _____
[street address]

[city, state, & zip code]

Fax: _____
[fax number, including area code]

Hand Delivery: _____
[address where delivered, city, state, & zip code]

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[electronic mail (email) address]

Date of Service: _____
[month, day, and year that the document was served]

Are there more than two parties to be served? Yes No If so, attach a list of additional recipients to this form.

[sign your name]

[print your full name]

INSTRUCTIONS FOR PRAECIPE FOR TRANSCRIPT

These instructions and forms are a product of the Nebraska Workers' Compensation Court and are provided as a public service. THE NEBRASKA WORKERS' COMPENSATION COURT DOES NOT REPRESENT THAT THESE INSTRUCTIONS AND FORMS WILL BE APPROPRIATE IN EVERY CASE. CASE-SPECIFIC QUESTIONS SHOULD BE DIRECTED TO A LAWYER. COURT PERSONNEL MAY NOT COMPLETE THE FORMS FOR YOU.

The Transcript is a copy of case documents such as pleadings, orders, and decisions that have been filed and entered throughout the litigation process. The Court of Appeals looks at the Transcript to determine what issues were presented to the trial court, how the parties brought the issues to the trial court's attention, who the parties are, and the decisions that were made by the trial court.¹ Upon filing the Notice of Appeal, you should file a Praecipe for Transcript with the Workers' Compensation Court. The clerk's office will prepare the Transcript based on your request and forward it to the Court of Appeals.

General questions regarding this process may be directed to the court's information line at **800-599-5155** or **402-471-6468** or you may contact the court by e-mail from our web site (<http://www.wcc.ne.gov>). Case-specific inquiries should be directed to a lawyer, as the Nebraska Workers' Compensation Court cannot provide legal advice.

HEADING

Enter the heading as it appears on other previously-filed documents in your case. If you are unsure of the heading information, you may contact the clerk's office to obtain the information.

BODY OF THE PRAECIPE

Introductory Paragraph: Enter which party you are (plaintiff or defendant(s)).

List Items 1-6: Pursuant to Neb. Ct. R. App. P. § 2-104(1), the clerk must include these pleadings and decisions in the Transcript. For Number 5, please check the box to indicate whether the final decision being appealed is an Award, Order of Dismissal, or other decision (enter the title of the decision).

List Items 7-continuing: If there are other parts of the record (such as motions, orders, or other documents) that you believe should be included in the appeal, you must specifically direct the clerk to include those documents by identifying the specific document by name. The clerk may not include a document if it is not specifically requested. The clerk will certify if the record does not contain a requested document. Your request must be limited to only those portions of the record which are material to the assignments of error.

SIGNATURE, ADDRESS, AND TELEPHONE

- Sign your name in the space provided.
- Print your full name in the space provided.
- Print your address in the space provided.
- Print your telephone number in the space provided.

NOTE: If your address or phone number changes, contact the clerk's office to ensure that you will continue receiving important notifications about your case.

CERTIFICATE OF SERVICE

Court rules require proof that you served certain documents on the other parties in a case. To serve someone means you have given them a copy of the document in a way that is permitted under Nebraska Workers' Compensation Court Rule 3,B,1 (available on the Publications & Forms section of our web site at <http://www.wcc.ne.gov/publications/publications.aspx#adj>). There are several methods of service available, but the most common method is by mail. Complete the Certificate of Service to show that you sent a copy of the document to the other party(ies). If there are more than two additional parties to be served, check the box labeled "Yes" and attach a list of additional recipients. If not, check the box labeled "No."

- Enter the name of each person you will serve.
- Select the correct method of service by checking the appropriate box and enter the corresponding information (e.g., for service by mail, provide the address that you used). You may serve a party via email or fax only if the party has previously designated an email address or fax number on a prior document. See Nebraska Workers' Compensation Court Rule 3,B,1.
- Enter the date of service.

SIGNATURE

- Sign your name in the space provided.
- Print your full name in the space provided.

Once you have completed the form, make at least two copies. Send the original form to the court along with the Notice of Appeal and Request for Bill of Exceptions. The original is for the court file. Send a copy to each party according to the service method you indicated in the Certificate of Service (see above). Keep one copy for your records. You may mail, fax, or hand-deliver the original form to the court.

Mail to:

Nebraska Workers' Compensation Court
P.O. Box 98908
Lincoln NE 68509-8908

Fax to:

402-471-8231

Hand-deliver (or deliver by FedEx, UPS, etc.) to:

Nebraska Workers' Compensation Court
1010 Lincoln Mall, Suite 100
Lincoln NE 68508

¹ Citizen's Guide to the Nebraska Appellate Courts, Nebraska Supreme Court Office of Public Information (July 2009).