

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Name of Clerk of Court]
Clerk of the Court
[Name of Court]
[Court Address Line 1]
[Court Address Line 2]

Re: [Case Name]
Case No: [Docket Number]

Dear [Name of Clerk],

Pursuant to [Relevant Local Rule Number], this letter serves as a status report regarding the filing of the Joint Appendix in the above-referenced matter.

The parties have conferred and reached an agreement regarding the contents of the Joint Appendix. In accordance with the scheduling order issued on [Date], the Joint Appendix is being filed concurrently with [Appellant/Petitioner]'s opening brief.

The Joint Appendix consists of [Number] volumes and includes the following essential record items:

- The relevant docket entries;
- The relevant pleadings, charge, findings, or opinion;
- The judgment, order, or decision in question; and
- Other parts of the record to which the parties wish to direct the court's attention.

A certificate of service has been attached to the filing, confirming that all parties of record have been served via [Method of Service].

Please contact my office if any further information or documentation is required.

Respectfully submitted,

[Your Signature]

[Your Printed Name]
Counsel for [Appellant/Appellee]