

[Sender Name]  
[Law Firm Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Appellate Counsel Name/Firm]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Notice of File Transfer and Assignment of Appellate Counsel**

**Case Name:** [Case Name]

**Trial Court Case No.:** [Case Number]

**Appellate Court Case No.:** [Appellate Case Number, if assigned]

Dear [Recipient Name],

This letter serves to formally transfer the above-referenced complex litigation matter to your firm for handling of the appellate proceedings. Following the [Judgment/Order] entered on [Date], our firm is transitioning all files necessary for the prosecution/defense of the appeal.

To facilitate a seamless transition, we are enclosing the following materials:

- A complete copy of the Trial Court Docket;
- Copies of all filed pleadings, motions, and briefs;
- The full trial transcript and all admitted exhibits;
- The Notice of Appeal and proof of filing;
- A memorandum summarizing critical deadlines, jurisdictional issues, and preservation of error points.

Please note the following upcoming deadlines:

- **Designation of Record:** [Date]
- **Opening Brief Due Date:** [Date]
- **[Other Deadline]:** [Date]

We have notified the client of this transfer, and they have authorized the release of all privileged communications relevant to the appeal. We remain available for a teleconference to discuss the strategy and background of the complex factual issues involved in this litigation.

Please acknowledge receipt of this file and confirm your appearance has been filed with the Court of Appeals.

Sincerely,

[Signature]

[Printed Name]

[Title]