

**Date:** [Insert Date]

**To:** [Co-Counsel Name]

[Law Firm Name]

[Address]

**RE:** [Case Name]

**Case Number:** [Court Case Number]

**Subject:** Coordination for Filing Notice of Appeal

Dear [Co-Counsel Name],

As we discussed, the deadline to file the Notice of Appeal in the above-referenced matter is [Date]. This letter serves to coordinate our efforts and clarify responsibilities regarding this filing.

**Filing Responsibility:**

[Firm Name] will take primary responsibility for drafting and electronically filing the Notice of Appeal. We intend to file the document no later than [Time] on [Date].

**Review and Approval:**

Attached is the draft Notice of Appeal. Please review the document for accuracy regarding the parties, the specific orders being appealed, and the jurisdictional statements. Please provide your comments or approval by [Time/Date] so that we may finalize the filing.

**Fee Allocation:**

[Firm Name] will advance the required filing fees. We will invoice your firm for your proportionate share, or alternatively, please let us know if you prefer to pay the court directly.

**Next Steps:**

Upon filing, we will provide your office with a conformed copy and the electronic filing receipt. We should schedule a call for [Date/Time] to discuss the briefing schedule and the ordering of transcripts.

Please contact [Name] at [Phone Number] if there are any urgent concerns regarding this timeline.

Best regards,

[Your Name]

[Your Law Firm]