

**ROCKWALL MUNICIPAL COURT STANDING ORDERS**

**STANDING ORDER NO. 11—TRANSCRIBING RECORD OF PROCEEDING FOR APPEAL**

Any party filing a notice of appeal from a judgment of the Rockwall Municipal Court will be required to pay to transcribe the record of the proceeding. The duty of the Court to have the record of the proceeding transcribed “does not arise until an appellant has properly requested and arranged for payment of the record.” *Cheek v. State*, 65 S.W.3d 728, 730 (Tex. App.—Waco 2001, no pet.).

The appealing party “has the burden to properly initiate the completion of a record sufficient to illustrate reversible error.” *Kent v. State*, 982 S.W.2d 639, 641 (Tex. App.—Amarillo 1998, pet. ref’d). If the appealing party does not, and the point of error involves matters omitted from the record due to failure to request or pay for same, then the appealing party “effectively waives . . . complaint . . . .” *Id.* (citing *In re Marriage of Moore*, 890 S.W.2d 821, 827 (Tex. App.—Amarillo 1994, no pet.)); *see also Cheek v. State*, 65 S.W.3d 728, 730 (Tex. App.—Waco 2001, no pet.).

If a party required to pay to transcribe the record of proceeding is indigent, the party must notify the Court staff immediately and complete sufficient documentation to prove indigency.

SO ORDERED.

Signed on 6/12/24.

  
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HON. MATTHEW R. SCOTT, PRESIDING JUDGE  
ROCKWALL MUNICIPAL COURT