

Rule 11. Supplemental Records.

The first record filed is considered to be the complete record.

Any subsequent certified record filed is a supplemental record and cannot be filed without a motion seeking leave to file the supplemental record *instanter*. A stipulation is not sufficient. The motion must specify the number of volumes of the supplemental record. Once the supplemental record has been transmitted by the clerk of the circuit court or administrative agency, the requesting party must file a motion for leave to file the supplemental record *instanter*. If the party does not file that motion, the clerk of this court shall reject the supplemental record.

The clerk of the circuit court or administrative agency (in petitions for review filed under Supreme Court Rule 335) prepares supplemental records on appeal. The supplemental record shall be certified by the clerk of the circuit court or by the administrative agency.

In appeals from the circuit court, that court retains jurisdiction regarding supplemental record preparation. Therefore, motions regarding the content of a supplemental record should be filed in the first instance in the circuit court.