APPENDIX L – Multi-Volume Files

When a case file gets too thick for one file folder, subsequent volumes of the same file are created.

A. Write "Volume 1" on the original case file near the case number.

B. Complete a Stop Card (TF-320) as follows:

   1. Write case number.

   2. Check the first box noting that this is not the last volume.

C. Tie Stop Card in Volume I.

D. Some courts indicate the beginning and ending date of each Volume. See local practice.

E. Prepare a second file folder:

   1. Use folder that is the same color as the original file.

   2. Write the same case number and identifying information on the folder.

   3. Write "Volume 2" on the second case file folder near the case number.

F. As additional volumes are added, repeat procedure outlined above, noting the new volume number. When new volumes are added, some courts pull all old volumes and note the number in the series. Example: Volume 3 of 10. See local practice.

G. Keep all volumes together in case file storage area.