

# Step 1: Give Notice

- 1. Purpose:** This form starts your appeal.  
It allows the court to determine if it can review your case.
- 2. Deadline:** Within 49 Days after a final written order.
- 3. The Form:** [JDF 1911 - Notice of Appeal](#).

## Case Caption (*Boxes on the 1<sup>st</sup> Page*)

- Enter the address of the District Court.
- Enter the parties' names.
- Enter your contact information.
- Enter your case numbers and courtroom/division number.

## Body of the Form

- 1) Final Order:** Enter the date the Final Order was issued.
- 2) Magistrate Order:** Check if a Magistrate, rather than a Judge, issued the final order.

### Why do I do this?

Some decisions require a process, called a Magistrate Review, before the appeal can start.

- 3) More Time to Appeal:** Check if the Court of Appeals gave you more time to file.

### 4) Post-Trial Motion

- This type of Motion asks the District Court to change its decision.
- It is due within 14 days of the Final Order.
- It is optional and rarely filed.

**If a Motion was filed:**

- Check “Yes.”
- Enter the dates the motion was filed and when it was decided.

**Why do I do this?**

- The time to start an appeal changes with a Post-Trial Motion.
- The Notice is due 49 days from the decision on the Motion.
- Only a timely Post-Trial Motion can change the Notice due date.

**5) Possible Issues on Appeal:** List a couple of errors you believe were made in the Final Order.

**Examples:**

1. Was the amount of Child support wrong?
  2. Was it wrong to find I was underemployed?
  3. Was the wrong law used to determine parenting time?
- You will make your arguments in Step-3 of the Appeal.
  - You may argue these or other Issues at that time.

### Why do I list them now?

- The Court uses these to help determine if there is a Final Order.

### 6) **Transcript:** Check if you will be purchasing a transcript of the hearing.

- A transcript is a document of every word that was said at the hearing.
- The cost of a transcript cannot be waived.
- Without one, the Court will assume the testimony supports the order.
- If there was not a hearing, you do not need a transcript.

### Why do I give this info?

- This lets the Courts know if you will also file a [\*JDF 1912 - Designation of Transcripts\*](#).
- Most people file the Designation with the Notice, but you can file up to 7 days after.

### 7) **Contact Information:**

- Name each party responding to the appeal.
- Check whether that party has an attorney.
- Give the attorney's contact info (address, phone, email).
  - Or, give the responding party's info if they do not have a lawyer.

### 8) **Attachments:**

- Attach a copy of the Final Order you are appealing.
- Attach any Motions for Post-Trial Relief.  
*Do not* attach the Order or Responses to this Motion.
- Include the \$223 fee.  
Or, a signed Order from the District Court waiving that fee.
- *Do not* attach any other documents from your case.

### 9) Deliver Copies:

- You must send a copy to each party's attorney.  
Or, send the copy directly to the party if they do not have one.
- Enter the date you sent the copies.
- Check if you delivered or mailed the copies.
- List the address you used for each party.
- Enter the District Court's address and send a copy to them too.

### 4. Filing:

File with the Court of Appeals **and a copy** to the District Court.

Clerk of the Court of Appeals  
2 East 14<sup>th</sup> Avenue  
Denver, CO 80203

### How may I file?

- You may file in-person or by mail.
- The Courts must *receive* the Notice by the filing deadline.  
Be aware that post-marked dates do not count.