

Appeals Quick Guide

District Civil | Family Matters

Duration

About a
Year

Typical Costs

Filing Fee - \$223 Cost Bond - \$250
Transcripts - Varies

Quick Facts

Step-by-Step

Step 1 – Give Notice

What: [Notice of Appeal - JDF 647](#).

Due: Within 49 days of a final order.

Why: Gives notice that an appeal has started.

Step 2 – Designate the Transcripts

What: [Designation of Transcripts - C.A.R. Form 8](#).

Due: Within 7 days of the Notice of Appeal.

Why: Lists the transcripts to be included in the Record on Appeal.

Step 3 – Record on Appeal

What: The case file and any designated transcripts.

Due: Sent by the District Court within 63 days of the Notice.

Step 4 – Arguments for the Appeal

What: [Opening Brief - CoA CV13](#).

Due: Within 6 weeks after the record is filed.

Step 5 – Optional Response to the Appeal

What: [Answer Brief - CoA CV14](#).

Due: Within 5 weeks of an Opening Brief.

Step 6 – Optional Reply to the Response

What: [Reply Brief - CoA CV15](#).

Due: Within 3 weeks of an Answer Brief (only if one is filed).

Step 7 - Decision

When: Usually 4 - 5 months after the last brief is filed.

Who: Issued by a panel of three Judges.

1. Where Filed: The Notice & Designation are filed in **both** the Court of Appeals and in the District Court. The briefs are filed only in the Court of Appeals.

2. Service: Send a copy of everything you file to the other parties.

3. Final Order: Only orders that resolve the claims that started the case can be appealed.

4. Waivable Fees: Waive the fee and bond with a [Motion - JDF 205](#) to the District Court. Transcript costs cannot be waived.

5. Not a New Trial: You will not be allowed to present new evidence or call witnesses in an appeal.

6. Issues on Appeal: The alleged mistakes the District Court made in deciding the case.

7. How to Win: show that the District Court:

- Used the wrong law.
- Made unreasonable assumptions about the facts.
- Abused its discretion.

Last Revised: November 30, 2018