

# Frequently Asked Questions about Appeals

## How do I appeal or ask a judge to review a decision made by another state agency, such as the Department of Human Services?

- The Complaint for Judicial Review Pursuant to § 24-4-106, C.R.S. and Request for Stay and Designation of Record form may be used to appeal a decision made by a state agency. The Self-Help Center in the court where you are filing your appeal may offer help in completing form JDF 610. The form must be filed 35 days after the agency action became effective. For more information you may want to review **C.R.S. §24-4-106**.
- You must get the following information from the state agency that made the decision that you are asking the court to review. These must be given to the court once you file the form.
  - The original or certified copies of all pleadings, applications, evidence, exhibits, and other papers presented to or reviewed by the agency.
  - A complete transcript of the hearing held by the agency.
  - The written order from the agency.

## Where do I go to file an appeal involving the Department of Motor Vehicles?

- Information about appeals involving the Department of Motor Vehicle is at <http://www.colorado.gov/cs/Satellite/Revenue-MV/RMV/1186476453147>.
- Review the point suspension brochure, *Point Suspensions C.R.S. §42-2-127*, for information about their process, asking for copies of the recording of your Department of Motor Vehicle hearing, and deadlines related to your Department of Motor Vehicle hearing.

## How do I appeal an order made by a magistrate?

- You must file a Motion for Judicial Review, which will go to the District Court Judge assigned to your case. If you are appealing an order that was made during a hearing, you must include a transcript of that hearing with your motion.

## What are the basic steps to filing an Appeal on a County Court case?

- The main steps to filing an Appeal on a County Court case are:
  - File the Notice of Appeal and Designation of Record
  - File a Transcript Request form
  - Pay the applicable filing fee
  - Pay the applicable appeal bond
  - Pay the transcript fees
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## What if I can't pay the filing fees?

If you cannot pay the filing fee you can file JDF 205 and JDF 206 to see if you qualify to have the fees waived. This waiver does not waive transcript fees or the appeal bond. In order to have those waived you will need to file a separate motion asking the judge to waive those fees. If the judge denies your request, you will need to pay the fees before your appeal can continue.