



## INSTRUCTIONS FOR APPEALING YOUR CASE TO THE SUPREME COURT

### Forms you may need:

1. **Notice of Appeal** (include your name, address, phone number and a statement that you are proceeding as a self-represented litigant).
2. **Application to Waive Filing Fees and Service Costs** (If you do not have \$295.00 for the filing fee)
3. **Docketing Statement**

### Procedures:

1. File the **Notice of Appeal** with the trial court or board. You have 30 days from the judgment date to file. (Note: Discretionary appeals—including small claims and traffic court appeals—require litigants to seek permission to appeal within **14 days** of the judgment date.)
2. Send copies of the **Notice of Appeal** to all the parties in your case.
3. For appeals from superior courts, pay the entry fee of \$295.00 to the trial court. If you cannot afford the filing fee, fill out an **Application to Waive Filing Fees and Service Costs**, and submit it to the trial court with the **Notice of Appeal**.
4. For appeals from a board or agency, pay the entry fee of \$295.00 to the Supreme Court within 14 days. If you cannot afford the filing fee, fill out an **Application to Waive Filing Fees and Service Costs**, and submit it to the Supreme Court.
5. File a **Docketing Statement** in the Supreme Court within 14 days from the date you filed the **Notice of Appeal**.
6. Within 14 days of the filing of the **Notice of Appeal**, order transcripts from a court-approved transcription service and notify all parties. You must pay the appropriate deposits at the time you order the transcripts. Follow the instructions on the **Transcript Order**.

NOTE: If appealing a CHINS or TPR decision, the 14-day period does not apply. Transcripts must be ordered at the same time the **Notice of Appeal** is filed. V.R.A.P. 10(b)(4).

The state **will not** necessarily cover the costs of the transcripts even if you cannot afford them. The state will pay for the transcripts only if your case involves a constitutional liberty interest (a possible jail sentence or involuntary confinement). If you qualify to Waive Filing Fees and Service Costs, you may be eligible to use the audio recording as the official record or to obtain the transcript without payment. V.R.A.P. 10(b)(8) and (9).

If you do not order a transcript, the Supreme Court may affirm the trial court's decision if a transcript is necessary to decide the issues you raise on appeal. V.R.A.P. 10(b)(1).

7. Follow additional instructions from the Supreme Court.