



## 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 appeal—including small claims and traffic court appeals—require litigants to seek permission to appeal within **14 days** of the judgment date.)
2. Send a copy of the **Notice of Appeal** to:  
Vermont Supreme Court  
109 State Street  
Montpelier, VT 05609-0801
3. Send copies of the **Notice of Appeal** to all the parties in your case.
4. Pay the filing fee of \$295.00 to the trial court (check made payable to Vermont Supreme Court). If you cannot afford the filing fee, request an **Application to Waive Filing Fees and Service Costs**. Fill out the form and submit it with the **Notice of Appeal**.
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 obtain pro bono transcripts. 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).

If hearings were video recorded and are less than 12 hours total, they may serve as the official record in lieu of a written transcript. V.R.A.P. 10(c)(2).

7. Wait for further instructions from the Supreme Court.