

## **APPEAL INSTRUCTIONS**

*THE PERSON APPEALING, WITHIN 30 DAYS (NOT WORKING DAYS BUT 30 ACTUAL DAYS) OF THE COURT DATE, MUST PRESENT TO THE COURT:*

- 1) THE NOTICE OF APPEAL CITING THE POINT OF LAW THEY WANT TO APPEAL*
- 2) \$20.00 FILING FEE FOR MUNICIPAL COURT.*
- 3) \$70.00 FILING FEE FOR DISTRICT COURT.  
WE TAKE CASH, CERTIFIED CHECK FROM THE BANK OR A MONEY ORDER.*

*IF THE 30<sup>TH</sup> DAY FALLS ON A WEEKEND OR LEGAL HOLIDAY, THE NOTICE MUST BE INTO THE COURT BY CLOSE OF BUSINESS ON THE NEXT BUSINESS DAY FOLLOWING THE WEEKEND OR HOLIDAY.*

*WE DO NOT HAVE THE FORMS YOU NEED. YOU WILL EITHER PREPARE THE NOTICE OF APPEAL YOURSELF OR CONTACT AN ATTORNEY ON YOUR OWN TO HAVE THEM PREPARE THE NOTICE OF APPEAL.*

*WITHIN 60 DAYS, THE BAILIFF WILL PREPARE THE DOCKET FOR APPEAL AND FILE IT WITH THE DISTRICT COURT ALONG WITH THE \$70.00 FILING FEE. **TRANSMITTAL WILL OCCUR WITHIN THE 60 DAYS.***

*ANY CORRESPONDENCE FROM THIS POINT ON WILL COME FROM THE DISTRICT COURT.*

*ANY PAPERWORK FROM ATTORNEY'S OR DEFENDANT'S THAT COME IN AFTER THE TRANSMITTAL AND BEFORE THE 60 DAYS IS UP, NEEDS TO BE TAKEN TO DISTRICT COURT IMMEDIATELY. AFTER THE 60 DAYS, IT IS IN THE JURISDICTION OF THE DISTRICT COURT AND THEY NEED TO FILE IT UP THERE.*