

## **APPEALS**

*THE PERSON APPEALING, WITHIN 30 DAYS (NOT WORKING 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 (MISC. HAND RECEIPT)*
- 3) *\$70.00 FILING FEE FOR DISTRICT COURT (RECEIPT INTO COMPUTER)*

*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 MONDAY FOLLOWING THE WEEKEND OR HOLIDAY.*

*GIVE THE DOCKET TO THE BAILIFF FOR PREPARING OF THE DOCKET AND COPYING OF THE TAPES*

*WITHIN 60 DAYS, THE BAILIFF WILL COPY THE TAPE, MAKE COPIES OF THE COMPLETE DOCKET AND GIVE THE INFORMATION TO THE CLERK OF COURT FOR PREPARATION. THE CLERK OF COURT WILL COMPARE FILING TO DOCKET SHEET TO MAKE SURE EVERYTHING IS IN ORDER, NUMBER THE PAGES IN THE LOWER RIGHT CORNER, DO AN INDEX OF PAGED, DO A CERTIFICATE OF THE CLERK OF COURT OF MUNICIPAL COURT AND CUT A CHECK TO THE DISTRICT COURT FOR THE \$70.00 FILING FEE. THE FILE IS THEN PLACED IN THE APPEAL BIN. **TRANSMITTAL WILL OCCUR WITHIN THE 60 DAYS.***

*Volumes are in the following order: 1) Docket, 2) Jury Instructions & Verdict, 3) Transcripts, 4) Depositions, 5) Exhibits, 6) PSI, 7) Confidential Reports.*

*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.*