

Guidance notes on completing the appellant's notice

A free leaflet *I want to appeal* giving information about making an appeal in or to the High Court or a county court is available from any county court or the Clerk of the lists General Office/ Appeals Office at the Royal Courts of Justice, Strand, London WC2A 2LL. The leaflet will also explain the meaning of some of the terms and expressions used in this guidance.

Information is available about making an appeal to the Court of Appeal, from the Civil Appeals Office Registry, Room E307, Royal Courts of Justice, Strand, London WC2A 2LL

- Court staff can help you complete the appellant's notice and tell you about procedure. But they cannot give legal advice, for example, whether you should appeal or whether your appeal will be successful.
- If you need legal advice about bringing your appeal, you should contact a solicitor or a Citizens Advice Bureau immediately.
- If you are legally represented, your solicitor should complete this form on your behalf

Important - time limits for issuing (filing) your appeal.

You have only a limited time in which to file your appellant's notice at the appeal court, so you must act quickly.

The leaflet *I want to appeal* will tell you which is the appropriate appeal court in your case.

You must file your appellant's notice:-

- within the time limit set by the judge whose order you are appealing against; or
- where that judge set no time limit, within **14 days** after the date of the decision you wish to appeal against was made.