

You should remember that if you file any of the documents at a later date, you must check whether or not the information contained in the later documents alters any of the details already given in your appellant's notice. If it does, you will need to apply to the court for permission to amend the notice. The court can tell you how to do this.

What happens next?

Filing your completed notice and documents

Send or take the notice and copies of all the other documents to the appeal court office with the appropriate fee. The court can tell you how much this is. The court will seal the notice (stamp the notice with the court seal).

The court will serve your appellant's notice, your skeleton argument and any other documents on the respondent, unless you tell the court that you wish to serve them yourself.

Please note that the above paragraph does not apply to the Court of Appeal and the Civil Appeals Office will not serve documents where service is required by the Civil Procedure Rules (See CPR 52 PD para 15.1(2)). For further guidance see the Civil Appeals website www.hmcourts-service.gov.uk/cms/civilappeals.htm forms and guidance.

The respondent must be served with -

- **a sealed copy of your appellant's notice** as soon as practicable but no later than 7 days after it is filed at the court;