

## **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 '**EX340 - 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 **21 days** after the date of the decision you wish to appeal against was made.

## **General notes on completing the notice**

Set out below are notes to help you fill in the form. You should read the notes to each section carefully before you begin to complete that particular section.

Use a separate sheet if you need more space for your answers, marking clearly which section the information refers to. Write the claim or case number on it and attach it securely to the notice.

If you do not have all the documents or information you need for your appeal, you must **not** allow this to delay sending or taking the form to the appeal court within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to Section 10 will explain more about what you have to do in these circumstances.