

Guidance notes on completing form N161 - Appellant's notice (all appeals except small claims track appeals)

Please note form N161 is to be used for fast track and multi-track cases and statutory appeals from tribunals and other outside bodies only. Appeals in small claims track cases should use form **N164 - Appellant's notice (small claims track only)**.

A free leaflet '**EX340 - 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,
- our website, www.hmcourts-service.gov.uk; 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, 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.