

## Guidance notes for completing the respondent's notice

A free leaflet *I want to appeal* giving information about making an appeal in or to the High Court or 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 some of the terms and expressions used in these notes of 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, WC2A 2LL

- ◆ Court staff can help you complete the respondent's notice and tell you about the procedure. But they cannot give legal advice, for example, about the likely success of the appellant's appeal, whether you should reply to it or whether you should yourself appeal.
- ◆ If you need legal advice about this appeal, you should contact a solicitor or a law or advice centre.
- ◆ If you are legally represented, your solicitor should complete this form on your behalf.

### When to file a respondent's notice

You need to file a notice if you wish:

- ◆ to appeal against the order (appealing includes asking for the order to be varied); or
- ◆ to ask the appeal court to uphold the order for different or additional reasons. (This is not treated as an appeal by the appeal court.)