

INSTRUCTIONS FOR FILING A NOTICE OF APPEAL

For assistance in completing a Notice of Appeal, please contact your attorney. If you were represented by a public defender, contact the Cuyahoga County Public Defender's Office at (216)443-7583.

MAKE SURE YOUR APPEAL IS TIMELY

According to Rules for Appellate Procedure 4(A) Time for Appeal, A party shall file the notice of appeal required by Appellate Rule 3 within **30 DAYS** of the entry of judgment in the Clerk's Office on the second floor of the Juvenile Justice Center.

WHAT YOU NEED TO FILE A NOTICE OF APPEAL

- NOTICE OF APPEAL
- PRAECIPE
- DOCKETING STATEMENT
- COPY OF JOURNAL ENTRY YOU ARE APPEALING (available upon request from the Clerk's Office at Juvenile Court)
- CERTIFICATE OF SERVICE (names and addresses of opposing parties or counsel if represented)
- \$175 payable to Nailah K. Byrd
- \$40 payable to Juvenile Court

Payments may be cash, check, or money order

If you are indigent and unable to pay the filing fees, you may file a poverty affidavit and, if found to be indigent, you may have the filing fees waived.

You will need an original and at least one copy of each document that is to be filed.

REQUESTS FOR TRANSCRIPTS

- A Request for Transcripts must be filed in the Clerk's Office on the second floor of the Juvenile Justice Center. The request for transcript must specify the hearing dates to be transcribed.
- If the Court orders the filing party to pay for the transcript, payment must be made at Mizanin Reporting Service, Inc. at 5755 Granger Road, Suite 360, Independence, Ohio 44131. The estimated cost of the transcript can be found on the Juvenile Court Web Site under the "Cost" tab or at the Clerk's Office on the second floor of the Juvenile Justice Center.

You may view the rules for Appellate Procedure at
<http://www.supremecourt.ohio.gov/LegalResources/Rules/>