

**INITIATING THE APPEAL**

Appellant files appeal  
*805.5.*

- ❖ Filed within 30 days after judgment or order was rendered
- ❖ Notice of Appeal
- ❖ Copy of written decision of original hearing body (OHB)
- ❖ Pay Filing Fee or request fee waiver
- ❖ Pay Deposit/Bond (if ordered by OHB) or request waiver  
*805.5-2.*
- ❖ Proof of Service  
*805.8-2./805.8-3.*

NO

Appellant shall be notified of any deficiencies within 5 business days, and shall have 5 business days to perfect the filing  
*805.5-3.*

Appellant perfects the filing  
*805.5-3.*

NO

May result in non-acceptance of the appeal  
*805.5-3.*

YES

YES

Initial Review of the Notice of Appeal  
*805.5-2.(b)*

DENIED

Court shall state reason(s) within 30 days  
*805.5-1.(b)*

ACCEPTED

Upon acceptance, Clerk shall notify the parties and OHB, and request the OHB to prepare and file the record of the case within 30 days  
*805.8-4.*

Certification of the Record and case record shall be served on all parties.  
*805.8-4*

Appellant's Brief due within 20 calendar days  
*805.11-1.(d)*

Appellant's Brief and Proof of Service filed  
*805.11-2.*

If Appellant fails to file a brief, Respondent may move to dismiss the appeal  
*805.11-1.(e)*

NO

YES

Respondent's Brief due within 20 calendar days  
*805.11-1.(d)*

Respondent's Brief and Proof of Service filed  
*805.11-3.*

NO

YES

Respondent shall not be heard at oral argument (*if held*) unless granted permission by the Court  
*805.11-1.(e)*

Appellant may file a Reply Brief (due within 14 calendar days)  
*805.11-4.*

**Final Decision**  
shall not exceed 180 days from filing of the Notice of Appeal  
*805.9-3.*

# Appeal Process\*



## Court of Appeals

\*This flowchart is a general guide and not intended to be an all-inclusive representation of the appeal process. Parties are responsible to review and comply with all Rules within the Rules of Appellate Procedure. Applicable Rules of this flowchart are indicated in red.

■ =Appellant   ■ =Respondent   ■ =Court