

INITIATING THE APPEAL

Appellant files appeal
154.5.

- ◆ Filed within 30 days after Judgment or Order was rendered
- ◆ Notice of Appeal
- ◆ Copy of written decision of Trial Court or original hearing body (OHB)
- ◆ Fee Paid or Motion for Fee Waiver
154.5-2.
- ◆ Proof of Service
154.8-2.

NO

Appellant shall be notified of any deficiencies within 5 business days, and shall have 5 business days to perfect the filing
154.5-3.

NO

May result in non-acceptance of the appeal
154.5-3.

YES

Initial Review of the Notice of Appeal
154.5-2.(b)

DENIED

Court shall state reason(s) within 30 days
154.5-1.(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
154.8-4.

Certification of the Record by the Clerk shall be served on all parties.
154.8-4

Appellant's Brief due within 20 calendar days
154.11-1.(d)

Appellant's Brief and Proof of Service filed
154.11-2.

If Appellant fails to file a brief, Respondent may move to dismiss the appeal
154.11-1.(e)

NO

YES

Respondent's Brief due within 20 calendar days
154.11-1.(d)

Respondent's Brief and Proof of Service filed
154.11-3.

NO

YES

Appellant may file a Reply Brief (due within 14 calendar days)
154.11-4.

Respondent shall not be heard at oral argument (if held) unless granted permission by the Court
154.11-1.(e)

Final Decision shall not exceed 180 days from filing of the Notice of Appeal
154.9-3.

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