

**ONEIDA JUDICIARY  
INSTRUCTIONS FOR FILING A NOTICE OF APPEAL**

1. Complete and sign the Notice of Appeal.
2. Must provide an original and three copies of the Notice of Appeal to include all attachments. (4 sets total).
3. **File the original and three copies of the Notice of Appeal.**
  - a. The Clerk will review your papers and assign a case number.
  - b. Pay a filing fee of \$75.00 with the clerk (or request a fee waiver).  
**Note:** If filling out Fee Waiver Request you must provide documentation of income.
4. **The Notice of Appeal must be served on the other party (Respondent) by the close of business on the day which the Notice of Appeal is filed. You may not deliver the papers yourself!**
5. If the respondent has an attorney, serve the Notice of Appeal on the attorney instead of the respondent. Please reference below the types of service and see Service of Court Documents.
  - a. Personal Service: Personal service shall consist of delivering to the party a copy of the paper being served.
  - b. Mail Service (if personal service is not possible): Service of any and all papers, when made by mail and from any party shall be by certified mail, with return receipt (green card).
  - c. Service of Publication: (Service by publication is a last resort and can only be used if you fail to have the other party served by personal or mail service).

**Any questions, call the Clerk of Court at 920-496-7200.**