

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 Appellate Procedure Rule 4(A) "Time for Appeal," a party shall file the Notice of Appeal required by Appellate Procedure 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 the Journal Entry you are appealing, appropriately redacted according to Ohio Eighth District Court of Appeals Local Rule 13.2 (copies of journal entries are available upon request from the Clerk's Office, but you must redact them yourself)
- \$175 payable to Nailah K. Byrd, Clerk of Courts for Cuyahoga County
- \$40 payable to Cuyahoga County Juvenile Court

Payments may be made by cash, check, or money order. Credit cards are accepted for the \$40 payment to Cuyahoga County Juvenile Court.

If you are unable to pay the filing fees, you may file an Affidavit for Indigency. If you are then 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 must specify the hearing date(s) to be transcribed.
- If the Court orders the filing party to pay for the transcript, payment must be made directly to Mizanin Reporting Service, Inc., at 5755 Granger Road, Suite 360, Independence, Ohio 44131. They can also be reached at (216) 241-0331. The current cost schedule for transcripts can be found on the Court's website at <https://juvenile.cuyahogacounty.gov/docs/default-source/annual-report/filingandmotionfees.pdf> or by contacting the Clerk's Office.

The Rules of Appellate Procedure are available at:

<https://www.supremecourt.ohio.gov/docs/LegalResources/Rules/appellate/AppellateProcedure.pdf>

The Ohio Eighth District Court of Appeals Local Rules are available at:

<https://appeals.cuyahogacounty.gov/rules>