

## **HOW TO FILE AN APPEAL ON A COMMON PLEAS COURT GENERAL DIVISION CASE "ONLY"**

1. SIGN IN TO YOUR E-FILE PORTAL
2. FIND THE CASE YOU WANT TO APPEAL
3. SELECT "ADD SUBSEQUENT FILING"
4. SELECT THE PARTY YOU ARE FILING ON BEHALF OF
5. UNDER THE DOCUMENT TYPE 1, IN THE DROP DOWN - SELECT "NOTICE OF APPEAL" AND UPLOAD YOUR NOTICE OF APPEAL AND A COPY OF THE ENTRY IN WHICH YOU ARE APPEALING.

NOW YOU "HAVE" TO INITIATE THE NEW APPEAL CASE (THE CAPTION OF THE APPEAL CASE WILL STAY EXACTLY THE SAME AS THE ORIGINAL CASE- EX: IF YOU ARE THE PLAINTIFF YOU STAY THE PLAINTIFF – IF YOU ARE THE DEFENDANT YOU STAY THE DEFENANT) "YOU MUST ADD "ALL PARTIES" AND ALL ATTORNEYS TO YOUR APPEAL CASE THAT WERE A PART OF THE REGULAR CASE"!!!!!!!!!!!!!!!!!!!!!!

1. CREATE NEW CASE
2. SELECT "APPEAL AS YOUR CASE TYPE"
3. ADD YOUR PARTIES (YOU SHOULD BE GIVEN AN OPTION TO SELECT ALONG WITH SELECTING PLAINTIFF – YOU SHOULD BE ALSO ABLE TO SELECT "APPELLANT/APPELLEE")
4. DOCUMENT TYPE ONE SHOULD BE THE DEPOSIT CODE (NO DOCUMENT WILL BE UPLOADED TO THIS – IT IS JUST A DEPOSIT CODE) IF YOU UPLOAD A DOCUMENT – THE FILING WILL BE REJECTED
5. DOCUMENT TYPE TWO – SHOULD BE "NOTICE OF APPEAL WITH COPY OF THE ENTRY YOU ARE APPEALING
6. DOCUMENT TYPE THREE – SHOULD BE THE COURT OF APPEAL'S CIVIL/CRIMINAL DOCKETING STATEMENT
7. DOCUMENT TYPE FOUR – SHOULD BE THE PRAECIPE (REQUESTING TRANSCRIPT OR STATING NOT TRANSCRIPT IS REQUESTED) THIS MUST BE FILED EITHER WAY
8. IF THERE ARE OTHER DOCUMENTS YOU WANT TO SUBMIT – YOU WILL CONTINUE "ADDING DOCUMENT TYPE' AND UPLOADING YOUR DOCUMENTS UNTIL YOU ARE FINISHED.
9. IF YOUR DOCUMENTS DO NOT HAVE A 2" TOP MARGIN – CREATE THEM TO HAVE A 2" TOP MARGIN – IF YOU DO NOT, THEY WILL BE REJECTED – IF YOU CANNOT CREATE THEM TO HAVE A 2" TOP MARGIN – THEN YOU WILL CREATE A DOCUMENT TITLE "NOTICE OF FILING (LIST WHAT IT IS YOU ARE FILING – ex: Notice of Filing Court of Appeals Civil/Criminal Docketing Statement) AND SUBMIT THE DOCUMENT WITH THAT NOTICE ATTACHED TO THE FRONT OF THE DOCUMENT ... YOU WILL DO THIS FOR "EVERY" DOCUMENT THAT DOES NOT HAVE THE REQUIRED 2" TOP MARGIN.

If you do not want to follow these e-filing rules, you can submit your Notice of Appeal to the Clerk's office via mail or hand delivery. You will need to file an original and at least four copies (the number of copies is determined by the number of defendants/attorneys that will need served – if you are unsure, contact the clerk's office so they can help you figure this out.

**\*\*\*\*If you are appealing a case out of our Carroll County Municipal or Probate/Juvenile Court, you will file that appeal just as you always have, you will take the appeal to that court and file with them, they will then bring it up and file with the appeals clerk. DO NOT TRY TO FILE THAT APPEAL THROUGH THE E-FILE PORTAL!!!!!!!!!!!!\*\*\*\***