

## Flowchart for Civil Appeals

After consideration, determination made to appeal

File 4 copies of the Notice of Appeal (Rule 8)  
Within 30 days for completed matter  
Within 10 days for uncompleted matter  
Obtain audio recording (Rule 46(2))  
Serve the Respondent (Rule 28)

Within 60 days after transcript completed or 120 days (if no transcript) after NOA filed: Prepare and File 4 printed copies of the materials (must also file electronic copies of factum, appeal book, and transcript)

Transcript (Rules 46-50)  
Appeal Book (Rule 52)  
Factum (Rules 53-55)  
Authorities (Rules 53-55)  
File the above materials (Rule 56)  
Serve Respondent (Rule 28)

Within 30 days after receipt of Appellant's materials: Respondent Files 4 copies of Materials

Transcript (Rules 46-50) – only if relevant parts not filed by Appellant  
Factum (Rules 53-55)  
Authorities (Rules 53-55)  
Serve Appellant

All materials filed: Get a hearing date

Contact the other party and seek to set the appeal hearing date (Rule 19)

Attend the hearing