Appellant's notice
(All appeals except small claims track appeals)

For Court use only	
Appeal Court Ref. No.	
Date filed	

Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.

SEAL

Section 1 Details of the claim or case you are appealing against

Claim or Case no.

Name(s) of the ☐ Claimant(s) ☐ Applicant(s) ☐ Petitioner(s)

Name(s) of the ☐ Defendant(s) ☐ Respondent(s)

Details of the party appealing ('The Appellant')

Name

Address (including postcode)

Tel No.	
Fax	
E-mail	

Details of the Respondent to the appeal

Name

Address (including postcode)

Tel No.	
Fax	
E-mail	

Details of additional parties (if any) are attached ☐ Yes ☐ No

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Section 2 Details of the appeal

From which court is the appeal being brought?

- ☐ The County Court at
- ☐ High Court District Registry at
- ☐ The Royal Courts of Justice
- ☐ Other (please specify)

What is the name of the Judge whose decision you want to appeal?

What is the status of the Judge whose decision you want to appeal?

- ☐ District Judge or Deputy
- ☐ Circuit Judge or Recorder
- ☐ Master or Deputy
- ☐ High Court Judge or Deputy

What is the date of the decision you wish to appeal?

To which track, if any, was the claim or case allocated?

- ☐ Fast track
- ☐ Multi track
- ☐ Not allocated to a track

Nature of the decision you wish to appeal

- ☐ Case management decision
- ☐ Grant or refusal of interim relief
- ☐ Final decision
- ☐ A previous appeal decision

Section 3 Legal representation

Are you legally represented? ☐ Yes ☐ No

If 'Yes', please give details of your solicitor below

Your solicitor's name

Your solicitor's address (including postcode)

Tel No.	
Fax	
E-mail	
DX	
Ref.	

Are you, the Appellant, in receipt of a Legal Aid Certificate or a Community Legal Service Fund (CLSF) certificate? ☐ Yes ☐ No

Is the respondent legally represented? ☐ Yes ☐ No

If 'Yes', please give details of the respondent's solicitor below

The respondent's solicitor's address (including postcode)

Tel No.	
Fax	
E-mail	
DX	
Ref.	

Section 4 Permission to appeal

Do you need permission to appeal? ☐ Yes ☐ No

Has permission to appeal been granted ?

☐ **Yes**

Date of order granting permission

Name of Judge granting permission

☐ **No**

I

the Appellant('s solicitor) seek permission to appeal.

Section 5 Other information required for the appeal

Please set out the order (or part of the order) you wish to appeal

Does your appeal include any issues arising from the Human Rights Act 1998? ☐ Yes ☐ No

Are you asking for a stay of execution of any judgment against you? ☐ Yes ☐ No

If **'Yes'** you must complete **Part A of Section 9**

Have you lodged this notice with the court within 21 days of the date on which the Judge made the decision you wish to appeal? ☐ Yes ☐ No

If **'No'** you must complete **Part B of Section 9**

Are you making any other applications? ☐ Yes ☐ No

If **'Yes'** you must complete **Part C of Section 9**

Section 6 Grounds for appeal

Please state, in numbered paragraphs, **on a separate sheet** attached to this notice and entitled 'Grounds of Appeal' (also in the top right hand corner add your claim or case number and full name), why you are saying that the Judge who made the order you are appealing was wrong.

☐ The grounds for appeal are attached to this notice.

Section 7 Arguments in support of grounds for appeal

☐ The arguments (known as a 'Skeleton Argument') in support of the 'Grounds of Appeal will follow within 14 days of filing this Appellant's Notice

OR

☐ The arguments (known as a 'Skeleton Argument') in support of the 'Grounds of Appeal' are set out **on a separate sheet** and attached to this notice.

Section 8 What are you asking the Appeal Court to do?

I am asking the appeal court to:-
(please tick the appropriate box)

☐ set aside the order which I am appealing

☐ vary the order which I am appealing and substitute the following order. Set out in the following space the order you are asking for:-

☐ order a new trial

Section 9 Other applications

Complete this section **only** if you are asking for orders **in addition** to the order asked for in Section 8.

Part A
I apply for a stay of execution because:

Part B

☐ I do not need an extension of time for filing my appeal notice because it has been filed within the extended time granted by the Judge whose decision I am appealing.

OR

☐ I apply for an extension of time for filing my appeal notice because (set out the reasons for the delay. You must also set out in Section 10 what steps you have taken since the decision you are appealing).

Part C
I apply for an order that:

because

Section 10 Evidence in support

In support of my application(s) in Section 9, I wish to rely upon the following evidence:

Statement of Truth

I believe (The appellant believes) that the facts stated in this section are true.

Full name

Name of appellant's solicitor's firm

signed

Appellant ('s solicitor)

position or office held

(if signing on behalf of firm or company)

Section 11 Supporting documents

To support your appeal you should file with this notice all relevant documents listed below. To show which documents you are filing, please tick the appropriate boxes.

If you do not have a document that you intend to use to support your appeal complete the box over the page.

- ☐ two additional copies of your appellant's notice for the appeal court;
- ☐ one copy of your appellant's notice for each of the respondents;
- ☐ one copy of your grounds for appeal for each of the respondents;
- ☐ one copy of your skeleton argument for each copy of the appellant's notice that is filed;
- ☐ a sealed *(stamped by the court)* copy of the order being appealed;
- ☐ a copy of any order giving or refusing permission to appeal, together with a copy of the judge's reasons for allowing or refusing permission to appeal;
- ☐ any witness statements or affidavits in support of any application included in the appellant's notice;
- ☐ a copy of the order allocating the case to a track *(if any)*; and
- ☐ a copy of the legal aid or CLSF certificate *(if legally represented)*.

A bundle of documents for the appeal hearing containing copies of all the papers listed below:-

- ☐ a sealed copy *(stamped by the court)* of your appellant's notice;
- ☐ a sealed copy *(stamped by the court)* of the order being appealed;
- ☐ a copy of any order giving or refusing permission to appeal, together with a copy of the judge's reasons for allowing or refusing permission to appeal;
- ☐ any affidavit or witness statement filed in support of any application included in the appellant's notice;
- ☐ a copy of the grounds for appeal;
- ☐ a copy of the skeleton argument;
- ☐ a transcript or note of judgment, and in cases where permission to appeal was given by the lower court or is not required those parts of any transcript of evidence which are directly relevant to any question at issue on the appeal;
- ☐ the claim form and statements of case (where relevant to the subject of the appeal);
- ☐ any application notice (or case management documentation) relevant to the subject of the appeal;
- ☐ in cases where the decision appealed was itself made on appeal (eg from district judge to circuit judge), the first order, the reasons given and the appellant's notice used to appeal from that order;
- ☐ in the case of judicial review or a statutory appeal, the original decision which was the subject of the application to the lower court;
- ☐ in cases where the appeal is from a Tribunal, a copy of the Tribunal's reasons for the decision, a copy of the decision reviewed by the Tribunal and the reasons for the original decision and any document filed with the Tribunal setting out the grounds of appeal from that decision;
- ☐ any other documents which are necessary to enable the appeal court to reach a decision; and
- ☐ such other documents as the court may direct.

Reasons why you have not supplied a document and date when you expect it to be available:-

Title of document and reason not supplied	**Date when it will be supplied**

Signed _____ Appellant(’s Solicitor)