

How To Appeal From Magistrate Court

Note: If you want to appeal, you must do so within fifteen (15) days after the judgment is filed in magistrate court.

AT THE MAGISTRATE COURT

1. Get two copies of the judgment from the magistrate court where it was entered.
2. Get the form titled "Notice of Appeal" from the magistrate court, fill it out, and attach your copies of the Judgment to the white and the goldenrod sheets. One set will be filed in district court and the other set in magistrate court.
3. Be sure your name and mailing address are clearly written on the Notice of Appeal or included on a separate address sheet so that the district court can notify you when your case is scheduled for a hearing. (Add it at the bottom of the criminal appeal form.)

AT THE DISTRICT COURT

4. Within fifteen (15) days after the original judgment was filed in the magistrate court, file the Notice of Appeal with attached judgment in the district court.
5. File the appeal with the clerk at the counter and pay the docket fee of \$72.00 (civil) or \$25.00 criminal in cash or by money order when you file the appeal.
6. For civil cases: Pay the appeal bond if you want to stop further actions against you property while the appeal is being decided or resolved.
7. Be sure to get the goldenrod copy of you Notice of Appeal file stamped at the district court. Take it back to magistrate court.

AT THE MAGISTRATE COURT

8. File the goldenrod copy of the Notice of Appeal in the magistrate court where the judgment was entered.