

APPEAL FORM INSTRUCTIONS

JD-SC-34 Rev. 7-16

CONNECTICUT JUDICIAL BRANCH

APPELLATE CLERK

231 Capitol Avenue

Hartford, CT 06106



Instructions to Appellant:

- 1) The Appeal form, JD-SC-33, is used to file an appeal to the Supreme Court or Appellate Court or to file a Writ of Error to the Supreme Court.
 - a) Counsel of record **must** file this form electronically unless an exemption from the requirements of electronic filing has been granted. The electronic filing requirements do not apply to incarcerated self-represented parties at this time.

1) In order to file an appeal electronically, you must enroll in the Connecticut Judicial Branch E-Services at: <http://jud.ct.gov/external/super/E-Services/efile>
 - 2) After you enroll, visit the Appellate Home Page and choose "E-File a New Appellate Matter." The system will ask questions about your case and will use your answers to fill out the Appeal form, JD-SC-33. You may review your form through the system and make corrections if necessary before finalizing it. The system will then ask you to pay your appellate filing fee or upload a granted fee waiver form. As soon as you click "submit," you will get a confirmation of e-filing and an appellate docket number.
 - 3) If you are filing a writ of error, you must also immediately file the writ and return.
 - 4) For more information on how to file your appeal or writ of error electronically please review the Appellate E-Filing Manual and Appellate E-Filing Frequently Asked Questions.
- b) If you have been granted an exemption from e-filing or if you are an incarcerated self-represented party, you must fill out the Appeal form, JD-SC-33, on paper and you must pay your filing fee to the clerk of any trial court in the state. You may attach additional sheets of paper to the Appeal form if necessary. After you pay your fee, the clerk of the trial court will give you a receipt. Attach that receipt to your Appeal form and deliver it to the Office of the Appellate Clerk at 231 Capitol Avenue, Hartford, CT 06106. If you have been granted a fee waiver, attach the granted fee waiver form to your Appeal form or if no fee is required, attach a certification that no fee is required to your Appeal form and deliver it to the appellate clerk instead of the receipt. The appellate clerk will assign an appellate docket number to your case and notify you of that number. Please note, your appeal will not be filed and will be rejected unless it is delivered to the appellate clerk with proof of payment, a waiver of fees or a certification that no fee is required.
- 2) If you want the court to waive the fees, costs and expenses required to appeal, you must file an application with the clerk of the trial court.
 - a) Use form JD-CR-73, *Application for Waiver of Fees, Costs and Expenses and Appointment of Counsel on Appeal*, to apply for a fee waiver for Criminal cases.
 - b) Use form JD-CV-120, *Application for Waiver of Fees — Civil, Housing, Small Claims*, to apply for a fee waiver for Civil cases.
 - c) Use form JD-FM-75, *Application for Waiver of Fees/Appointment of Counsel, Family*, to apply for a fee waiver for Family cases.
 - d) Use form JD-JM-114, *Application for Appointment of Counsel/Waiver of Fees, Juvenile*, to apply for a fee waiver for Juvenile cases.
- 3) A copy of the appeal form must be immediately delivered to all counsel of record in the case.
- 4) Within ten days of filing an appeal, you must also file with the appellate clerk the additional papers required by P.B. § 63-4. The appellee may file additional papers within twenty days of the filing of the appellant's papers.
- 5) Within 20 days after filing a writ of error, you must file with the appellate clerk one copy of such documents as are necessary to present the claims of error made in the writ. Within 10 days of the filing of these documents, the defendant in error may file one copy of such additional documents as are necessary to defend the action.

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.