

Appealing to the Appellate Court of Maryland

Part 2: Filing Your Appeal

Please note that the video series, “Appealing to the Appellate Court of Maryland,” and the accompanying tip sheets cover how to appeal your circuit court case to the Appellate Court of Maryland. For information on appealing a District Court case, visit the Maryland Court Help webpage on [Appeals and Motions After Trial in the District Court](#).

Watch the Video



Prepare Your Notice of Appeal

- If you have a direct appeal, prepare a Notice of Appeal, form CC-097, and file it in the circuit court that heard your case.
- In a direct appeal, it is your right to have your case reviewed by the Appellate Court of Maryland. In some cases, you must get permission to appeal. For more information, visit the Maryland Court Help webpage on [Appeals to the Appellate Court of Maryland](#).
- Fill out the certificate of service with your Notice of Appeal. The certificate confirms that you provided a copy of the notice to all other parties.
- In most civil cases, you must also submit the Civil Appeal Information Report with your Notice of Appeal.

Civil Appeal Information Report

- Use form CSA-001 to file the Civil Appeal Information Report.
- The form is available on the Maryland Court Help page on [Appeals to the Appellate Court of Maryland](#) or at the clerk’s office in the circuit court that heard your case.
- Please note that when you fill out this form you are called the **appellant**, and the other side is called the **appellee**.
- There are a few non-criminal appeals that do not require this form:
 - Appeals from juvenile cases;
 - Termination of parental rights;
 - Writs of error coram nobis; and,



Maryland Court Help

Free. Online. In Person. By Phone.

- Some appeals by individuals who are incarcerated and seeking relief related to their confinement.

When to File Your Notice of Appeal

- Start the appeal process by filing your Notice of Appeal. If a Civil Appeal Information Report is required, file it at the same time that you file your Notice of Appeal.
- File the forms in the circuit court that heard your case.
- In most cases, you must file your notice within 30 days after the circuit court enters the final judgment or an appealable order.
- There are some cases in which you must file your notice before 30 days. Speak with a lawyer to find out more.

Paying Court Costs

- When you file your Notice of Appeal, you will pay two fees.
- First, you will pay the cost for the circuit court to assemble, prepare, and transmit the record. If you cannot afford this cost, you can request that it be waived. To make this request, use [form CC-DC-091, Request for Waiver of Costs for Assembling the Record for an Appeal](#).
- Second, you will pay a fee to the Appellate Court of Maryland. Remember, you'll pay this at the circuit court and the circuit court will send it to the Appellate Court. If you cannot pay this fee, you can request a waiver with [form CC-DC-092, Request for Waiver of Prepaid Appellate Costs](#).
- Find the fee waiver forms online on the Maryland Court Help webpage on [fee waivers](#).

Next Steps

- After you file your Notice of Appeal, you will also need to order and pay for a transcript of the trial in the circuit court. Learn more about transcripts and the court record with tip sheet 82, or part 3 of this video series.
- You will also be required to submit a brief. This is a document that details how you believe the trial court made an error in applying the law in your case and what you want the Appellate Court to do. To learn more about preparing your brief, read tip sheet 83, or watch part 4 of this video series.

Resources

- Find more information on appealing to the Appellate Court of Maryland on the Maryland Court Help page [Appeals to the Appellate Court of Maryland](#).
- If you are not already represented, you can get free, brief legal advice from a lawyer at the Maryland Court Help Center. Call 410-276-1392 or visit the [Help Center's webpage](#). Help Center lawyers cannot represent you in court.
- If you want to hire a lawyer but are unsure how to do so, watch the Maryland Court Help video, "[Finding Legal Help in a Civil Case](#)."
- If you represent yourself in the appeal, consider visiting a law library for help with legal research. A librarian may be able to direct you to the right resources. For a list of hours and locations, visit the Thurgood Marshall State Law Library's [directory of Maryland circuit court law libraries](#).