

TERMS FOR FILING A PRO-SE APPEAL

1. YOU MUST FILE YOUR APPEAL WITHIN 30 DAYS OF THE JUDGEMENT/ORDER YOU WISH TO APPEAL. OCGA 5-6-38(a)
2. YOU MUST INCLUDE THE TITLE AND DOCKET (CASE) NUMBER THAT IS ASSOCIATED WITH YOUR CASE. OCGA 5-6-37
3. YOU MUST INCLUDE YOUR NAME AND ADDRESS SINCE YOU ARE ACTING AS YOUR OWN ATTORNEY. OCGA 5-6-37
4. YOU MUST INCLUDE THE TITLE OF THE DOCUMENTS IN WHICH YOU ARE APPEALING. SUCH AS YOUR SENTENCE, ORDER OF PROBATION, FINAL DECREE, ETC. OCGA 5-6-37
5. YOU MUST STATE WHICH COURT YOU ARE APPEALING TO. EITHER THE: **THE GEORGIA COURT OF APPEALS OR THE SUPREME COURT.** OCGA 5-6-37
6. YOU MUST EXPLAIN WHAT ALL YOU WISH TO BE SENT WITHIN YOUR RECORD. EITHER THE ENTIRE RECORD OR TO OMIT CERTAIN ITEMS. OCGA 5-6-37
7. YOU MUST STATE WHETHER THERE ARE TRANSCRIPTS TO INCLUDE WITHIN THE RECORD. IF THERE ARE YOU MUST REQUEST THEM TO BE PRODUCED FROM THE COURT REPORTER. OCGA 5-6-37
8. YOU MUST SEND A COPY OF THIS NOTICE OF APPEAL TO THE OPPOSING PARTY AND ATTACH PROOF THAT YOU DID SO. THIS IS TITLED A **CERTIFICATE OF SERVICE.** IT SHALL INCLUDE THE OPPOSING PARTY'S ATTORNY'S' ADDRESS TO

WHICH YOU SENT THE **NOTICE OF APPEAL** AND
THE DATE YOU SENT IT. OCGA 5-6-37

9. THERE IS A FEE TO SEND AND FILE A NOTICE OF APPEAL. IF YOU FEEL YOU CANNOT AFFORD TO DO SO YOU MAY FILL OUT A PAUPERS AFFIDAVIT TO SHOW PROOF OF INDIGENCE AND ALLOW OUR JUDGES TO DECIDE WHETHER TO GRAND TO WAIVE THE FEE OR NOT. OCGA 15-6-80

PLEASE FOLLOW THESE INSTRUCTIONS AS CLOSELY IF YOU FEEL THAT YOU ARE NOT ABLE TO DO THIS ON YOUR OWN YOU MAY NEED TO SEEK AN ATTORNEY.

Thank you for your patience and understanding.