

APPEAL CHECKLIST

Colville Tribal Court of Appeals (COA)
Revised 12-31-16

Please be sure that ALL of the following have been completed prior to filing your appeal. Failure to properly file and/or serve your documents may cause your documents to be rejected/denied by the COA. (Note: COACR refers to the Colville Tribal Court of Appeals Court Rules, which are included in this packet.)

Is your Notice of Appeal <u>completely</u> filled out? <i>COACR 6.</i>
Have you attached a copy of the written, final order to the Notice of Appeal? <i>COACR 5.b.</i>
Have you attached a copy of the Affidavit of Service of the Notice of Appeal on Appellee? <i>COACR 8.b.</i> NOTE: Service must be made on the Appellee before filing the Notice of Appeal with the Court and must be done by someone not a party to the appeal. COACR 8.
If this is an appeal from a CIVIL case, have you attached a copy of the "Order Setting or Waiving Bond" from the Trial Court? <i>COACR 9.</i> <i>Note: Appeals from criminal and juvenile (MINOC) cases do not require a bond.</i>
If this is an appeal from a CIVIL case, do you have the \$50.00 filing fee? <i>COACR 10.</i> 1. If you feel you cannot pay the filing fee, have you filled out the Motion for Waiver or Reduction" of the fee? <i>COACR 10.</i> 2. If the filing fee was reduced/waived at the Trial Court and you are the Petitioner, have you submitted the "No Substantial Change in Circumstances" form? <i>COACR 10.c</i> <i>Criminal and juvenile (MINOC) cases do not require a filing fee to be submitted, nor does filing by the Tribes, their agents or corporations.</i>

If you have completed your Notice of Appeal and followed these procedures, you may file your appeal with either the Trial Court or the Court of Appeals. Filing must be accomplished within thirty (30) calendar days of the WRITTEN entry of the judgment or order and service on the parties. COACR 6.a.

If these procedures are not followed, your appeal may be returned to you by the Court. If you have any questions about these procedures, please contact the Court of Appeals or the Trial Court. Thank you.

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