

COURT OF APPEALS (COA)
DIRECTIONS FOR FILLING OUT THE NOTICE OF APPEAL

PLEASE NOTE: COURT OF APPEALS IS A COURT OF REVIEW ONLY. ANY NEW EVIDENCE/DOCUMENTS CANNOT AND WILL NOT BE ACCEPTED.

A Notice of Appeal MUST be received in the Office of the Court of Appeals WITHIN 30 calendar days of the date of entry of FINAL judgment.

(Should the 30th day fall on a weekend or holiday, the Court will accept on the following business day).

Any Notice to Appeal submitted after the 30 days is no longer valid and will not be accepted.

(Please fill out form in **BLUE** ink)

- When filing in person, please submit the **ORIGINAL** Notice to Appeal form, the original or certified copy of the Court Order that you're appealing, any filing fee, or proof of Indigent Status, if applicable.
- Please complete the entire form. **Incomplete forms will not be accepted.**
FYI: Appellant is the Person(s) Filing the Appeal; Respondent is the Person(s) you are Filing Against. The date of entry of final judgment can be found on the last page of the Court Order. The case name and case number can be found on the first page of the Court Order.
- The filing fee* (\$50.00) is to be paid at the time your appeal is filed. Filing Fees are made payable by **money order only** to:
Seneca Nation of Indians Court of Appeals
2 Thomas Indian School Drive
Irving, New York 14081
- *The filing fee is waived if the appeal is a Family Action. You may apply in this Court if Peacemakers'/Surrogate's Court has already declared you Indigent in earlier proceedings. These forms are available upon request.
- Please fill out any legal representation information (Lay Advocate or Attorney). You may leave it blank if this does not apply to you. **If you plan on obtaining representation at a later date you must notify the Court of Appeals and the opposing parties** in writing (aka Notice of Appearance).
- The Notice of Appeal must be signed in front of the COA Court Clerk or Notary. Proof of identification will be required.

The directions above are for quick reference of the Appeals process and should not be substituted with reading the SNI Rules of Appellate Civil Procedure.

***A copy of the SNI Rules of Appellate Civil Procedure can be provided at your request.**