

Fulton County State & Magistrate Court

Checklist for Notice of Appeals

- ✓ A Notice of Appeal shall include the title and docket number of the case. OCGA 5-3-37
- ✓ A Notice of Appeal shall include a name of the appellant and name and address of his/her attorney. OCGA 5-6-37
- ✓ A Notice of Appeal shall include a statement of the Judgment, Ruling, or Order allowing the appeal. OCGA 5-6-37
- ✓ A Notice of Appeal shall specify the court being appealed to. OCGA 5-6-37
- ✓ A Notice of Appeal shall include a Designation of Record to be omitted and a statement of the appellate jurisdiction. OCGA 5-6-37
- ✓ A Notice of Appeal shall state whether or not a transcript of evidence and proceedings is to be transmitted as a part of the record of appeal. OCGA 5-6-37
- ✓ A Notice of Appeal shall include a concise statement as to why the appellate court appealed to has jurisdiction rather than the other appellate court. OCGA 5-6-37
- ✓ A Notice of Appeal, if from a judgment of conviction in a criminal case, shall include a brief statement of the offense and the punishment prescribed. OCGA 5-6-37
- ✓ A Notice of Appeal shall be accompanied with a Certificate of Service, stating that the Appellant has served (delivered to or provided) the opposing party(ies) with a copy of the Notice of Appeal. The Certificate of Service must be dated and signed by the Appellant and it must contain the complete name and address of the opposing party(ies).

Appellant – The Appellant is the party filing the Notice of Appeal.

Appellee – The Appellee is the respondent or opposing party in the case being appealed.

THIS CHECKLIST IS NOT LEGAL ADVICE AND MAY NOT BE CITED AS LEGAL AUTHORITY. This checklist should be used in conjunction with the state statutes and court rules. The Georgia Code (statutes) is available on the web at: www.legis.state.ga.us.
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