

**GREENE COUNTY CLERK OF COURTS
SECOND DISTRICT COURT OF APPEALS**

**PAPERWORK NECESSARY TO FILE AN APPEAL
EFFECTIVE OF SEPTEMBER 28, 2006**

CRIMINAL APPEAL

1. NOTICE OF APPEAL
2. COPY OF JUDGMENT APPEALING, ATTACHED TO EACH NOTICE.
3. CRIMINAL DOCKETING STATEMENT
4. PRAECIPE TO THE COURT REPORTER, (IF NEEDED)
5. \$125.00 **OR** COMPLETED FINANCIAL DISCLOSURE AFFIDAVIT FOR INDIGENT DEFENDANTS.
6. IF THE APPEAL IS FROM A PRISON INMATE, THE COURT NEEDS A STATEMENT FROM THE PRISON CASHIER AS TO FUNDS AVAILABLE
7. THE COURT RETAINS ORIGINAL DOCUMENTS + 3 COPIES.

CIVIL AND DOMESTIC APPEALS

1. NOTICE OF APPEAL
2. COPY OF JUDGMENT APPEALING, ATTACHED TO EACH NOTICE
3. CIVIL DOCKETING STATEMENT
4. PRAECIPE TO THE COURT REPORTER, (IF NEEDED)
5. \$125.00 **OR** AN AFFIDAVIT OF FINANCIAL DISCLOSURE
6. THE COURT RETAINS ORIGINAL DOCUMENTS + 2 COPIES.

FAX FILINGS

THE COURT DOES ACCEPT CERTAIN FAX FILINGS. WE WILL ACCEPT VARIOUS MOTIONS, MEMORANDUMS ETC. FOR A \$2.00 FAX FEE PLUS \$1.00 PER PAGE. (I.E. - A TWO PAGE DOCUMENT WOULD BE \$5.00.) WE WILL FAX A TIME STAMPED COPY OF THE FRONT PAGE OF THE DOCUMENT WITH AN INVOICE OF FAX FEES TO YOU. ***FAX FEES ARE DUE WITHIN 5 DAYS OF RECEIPT OF THE BILL.*** THE COURT ***DOES NOT*** ACCEPT NOTICE OF APPEALS, BRIEFS, OR DOCKETING STATEMENTS BY FAX.

COPIES

ALL COPIES (***REGARDLESS IF DEFENDANT IS INDIGENT OR NOT; OR COUNSEL IS APPOINTED***) AND POSTAGE (IF APPLICABLE) ARE TO BE PAID AT THE TIME OF DUPLICATION. IF REQUESTED BY MAIL, THEY MUST BE PREPAID. ***THE COURT WILL NOT RETURN TIME -STAMPED COPIES UNLESS A SELF ADDRESSED/ POSTAGE PAID ENVELOPE HAS BEEN PROVIDED.***

THE COURT RETAINS ORIGINAL DOCUMENTS + 1 COPY OF DOCUMENTS NOT LISTED ABOVE - EXCLUDING BRIEFS (***ORIGINAL + 4***). FOR NOTICE OF APPEALS, DOCKETING STATEMENTS, PRAECIPE FOR COURT REPORTER, MOTIONS TO STAY PLEASE FOLLOW ABOVE INSTRUCTIONS. IF YOU HAVE ANY QUESTIONS ABOUT FAX OR ANY OTHER FILINGS, PLEASE CALL FRANK STEWART AT (937) 562-5298.