

# \*APPEAL NOTICE\*

## THE MUNICIPAL COURT OF SEATTLE



### City of Seattle

v

Defendant

DOB: \_\_\_\_\_

### Notice of Appeal

Criminal  Civil  Infraction  
King County Superior Court Case No: \_\_\_\_\_

Other Jurisdiction: \_\_\_\_\_  
Municipal Court of Seattle Case No: \_\_\_\_\_

Appeal Bond: \_\_\_\_\_

Appellant: \_\_\_\_\_  Defendant  Plaintiff  
(Please Print Your Name)

Seeks review by the King County Superior Court of the Judgment of the Municipal Court of Seattle entered in

Case number: \_\_\_\_\_ on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Name of Appellant

\_\_\_\_\_  
Attorney for Appellant

\_\_\_\_\_  
WSBA No

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Affiliation & Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Day Telephone Evening Telephone

\_\_\_\_\_  
Day Telephone Evening Telephone

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Attorney for Respondent

\_\_\_\_\_  
WSBA No

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Affiliation & Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Day Telephone Evening Telephone

\_\_\_\_\_  
Day Telephone Evening Telephone

Dated this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_.

### **IMPORTANT INFORMATION CONCERNING YOUR APPEAL:**

Regardless of the type of case you are appealing, you are responsible for immediately filing a copy of the Notice of Appeal with the Seattle City Attorney's Office – Criminal Division, by mailing a copy via first class U.S. Mail to 701 Fifth Avenue Suite 2050, Seattle, WA 98104, or by emailing a copy to [law\\_appeals@seattle.gov](mailto:law_appeals@seattle.gov).

The King County Superior Court will send you the King County Superior Court case number, the case schedule and further instructions. It is important that you read and follow those instructions. When contacting the King County Superior Court, use the case number they have assigned to your appeal. When contacting the Seattle Municipal Court, please refer to your case by the Municipal Court number.

### **CRIMINAL CASE APPEALS:**

There is no filing fee for the appeal of a criminal case. You must designate specific documents and exhibits from the case record by filing a Designation of Record at the Seattle Municipal Court. You will be required to pay a flat fee of \$40.00 for the preparation and transmittal of your case record (including copies of all the exhibits) to the King County Superior Court. This \$40.00 fee should be made payable to the Seattle Municipal Court.

### **CIVIL CASE APPEAL:**

The fee for filing a civil case appeal is \$230.00 **PAYABLE TO KING COUNTY SUPERIOR COURT**. You must designate specific documents and exhibits from the case record by filing a Designation of Record at the Seattle Municipal Court. You will be required to pay a flat fee of \$40.00 for the preparation and transmittal of copies of the designated documents and exhibits to the King County Superior Court. This \$40.00 fee should be made payable to the Seattle Municipal Court.

### **INFRACTION APPEAL:**

The fee for filing an infraction case appeal is \$230 **PAYABLE TO KING COUNTY SUPERIOR COURT**. Seattle Municipal Court will automatically prepare and transmit copies of all case file documents and exhibits to the King County Superior Court at no charge. This service does not include the purchase or the transcription of case audio recordings. This service does not include service of the Notice of Appeal on the Seattle City Attorney's Office.

### **TRANSCRIPTS OF HEARINGS:**

There is a charge of \$10.00 for each audio recording of case proceedings, payable to Seattle Municipal Court. It is the responsibility of the party appealing the Court's decision to obtain the audio recording and have it transcribed. A copy of the transcript should be delivered to the Clerk of the King County Superior Court, 6<sup>th</sup> Floor, King County Courthouse, 516 Third Avenue (Third and James), Seattle, Washington and to the City Attorney's Office.

**For more information on the appeals process see Washington State Court Rules of Appellate Procedure (RALJ).**

**KING COUNTY SUPERIOR COURT  
CASE INFORMATION COVER SHEET**  
(In accordance with LCR82 (e))

Case Number: \_\_\_\_\_

Case Caption: \_\_\_\_\_

**RALJ APPEAL TYPE (PLEASE CHECK ONE)**

- a. \_\_\_\_\_ Criminal (\*\* NO FILING FEE REQUIRED\*\*)
- b. \_\_\_\_\_ Traffic Infraction (\$230.00 FILING FEE REQUIRED)
- c. \_\_\_\_\_ Civil (\$230.00 FILING FEE REQUIRED)

**CASE ASSIGNMENT DESIGNATION**  
(In accordance with LCR82 (e))

I certify that this case meets the case assignment criteria, described in King County LCR 82(e),  
for the: **SEATTLE AREA**

\_\_\_\_\_  
Signature of Appellant/Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
WSBA Number

L: Forms/Cashiers/RALJ Appeal CICS 6/2012