

Guidance on using the notice of appeal template

About the notice of appeal

To make an appeal to the District Court, a notice of appeal must be filed. Except when the legislation you are filing under states that the appeal is made by way of an originating application (in those circumstances please use the originating application template).

How to use the template

All the required fields are set out in the template on the following two pages.

The sections that you have to fill out are marked with red text. The red text explains what you need to put in. These are fillable form fields, so click on the red text and start typing. The red text will be replaced by the content that you type. If you want to leave the field blank, just enter a space.

The blue text is explanatory notes. Delete these notes before printing the form.

Formatting your form

Before printing the form, check the following:

That the pages are numbered. Numbering should at page 1 on the page after the cover page (i.e. the cover page should not be numbered). The template is set up to automatically number the pages in this matter.

You may print the form either single or double-sided. However the cover sheet must not be double sided. If you print double sided you must adjust the margins as follows:

- In the “Margins” section in Word, select “Custom Margins”. In the box that pops up, find the field called “Multiple pages”. Select “Mirror Margins” from the dropdown menu, and click OK.
- The wide margin should now be on the left of every front page, and on the right of every reverse page.

Once you have completed the form, print and sign it.

In the District Court

Registry

No: Enter the CIV number (court reference number) if known.

Under the: Enter the Act under which the appeal is being brought (for example, "Fair Trading Act 1986"). Delete this line if not applicable.

In the matter of appeal against the decision of name the body that made the decision being appealed.

Between: Enter the appellant's full name, address and occupation.
(Appellant)

And: Enter the respondent's full name, address and occupation.
(Respondent)

Note: if there are additional parties involved in the proceeding who are not plaintiffs or defendants/respondents, repeat the fields above for them. Specify the role of the party, e.g. "defendant's insurer", "third party", etc.

If there is a counterclaim, don't repeat the fields above for the counterclaim. Instead, change "(plaintiff)" to read, for example "(plaintiff and counterclaim defendant)". .

Notice of Appeal

Next event date: Next court event date (if known). Delete this line if unknown.

Judicial officer: Judge hearing the next event (if known). Delete this line if unknown.

Fill out the option that applies and delete the other option. **NOTE: enter enough lines above so this section is at the bottom of the cover page.**

For an individual: Filed by Person's name, the Your role in proceedings, e.g. "appellant" in person.

OR; for an organisation: Filed by Person's name, an authorised officer for the Your organisation's role in proceedings, e.g. "appellant", Enter the name of the organisation.

To: The Registrar of the District Court at **Court location**.

And **Name of the Respondent**

And **The Name of officer (e.g. Registrar) of the Name of the authority that made the decision being appealed**

This document notifies you that:

Here state that you appeal the whole or part of the decision, specifying the decision and the date it was released. If you are appealing part of the decision, specify which part.

Grounds:

Here specify the grounds on which you are appealing (including the points of law), in enough detail that the court and the other parties can understand specifically what you claim was wrong with the original decision

Relief:

Here specify the order/s that you want the court to make. Please number each paragraph.

Date: Enter date here (may be handwritten)

Signature: _____(sign here)

Name: Enter your name. If you are signing on behalf of an organisation, also state your role within the organisation and state whether you are an authorised signatory

Note: Please **complete one** of the following two options, and **delete** the option that does not apply. (If a solicitor is filing the document, see Form 12 of the Schedule).

If you are an individual:

This document is filed by the **role in proceedings**, e.g. "appellant" in person. The address for service of the **role in proceedings**, e.g. "appellant" is **address**.

If you are an organisation:

This document is filed by **name of person filing document**, an authorised officer for the **role in proceedings**, e.g. "appellant". The address for service of the **role in proceedings**, e.g. "appellant" is **address**.