

## Instructions for “Perfecting the Appeal”

“Perfecting an appeal” means **completing the steps that let the court know you are ready for the appeal to be heard** by the appellate court.

- Step 1. Complete the *Notice of Appeal* form (CC 9:2)
- Step 2. Complete the *Request for Transcript of Pleadings/Documents* form (CC 9:6)
- Step 3. Complete the *Request for Bill of Exceptions* form (CC 9:7)
- Step 4. File all forms and the filing fee with the clerk of the trial court where the case was heard and that you are appealing.

### Are you unable to afford the filing fee?

If you are unable to afford the filing fee, you must also complete and take with you the:

- Affidavit and Application to Proceed In Forma Pauperis ([DC 6:7.1](#)).
- Before completing the Affidavit and Application to Proceed In Forma Pauperis ([DC 6:7.1a](#)) please read the instructions.

When you go to the clerk of the trial court where you are filing the appeal, tell the clerk that you want to ask the court to waive your filing fee and costs and the cost for preparing the bill of exceptions.

The clerk will take your Affidavit and Application to the judge for review.

You should ask the clerk how you will be notified whether or not your Application has been approved.

If the judge is satisfied that your request is reasonable, the judge will sign an Order and will return it to the clerk of the trial court.

If the judge does not sign an Order, you will have to pay the filing fee in order to file your case and will have to pay the cost for preparing a bill of exceptions. You will also have to pay any service fees once the case is filed.

\_\_\_\_\_, Case No. \_\_\_\_\_  
Plaintiff,

vs.

**NOTICE OF APPEAL**

\_\_\_\_\_,  
Defendant.

I am the plaintiff defendant in this action and intend to appeal the judgment, decree, or the final order entered on \_\_\_\_\_.

I understand that Nebraska statute and Nebraska Supreme Court rule requires me to pay fees (see [fee schedule](#)) **or** include the forms required to ask permission to proceed without paying fees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

(of requesting party)

Street Address/P.O. Box: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

\*[Nebraska Supreme Court Rule § 2-208](#) requires individuals who are not attorneys and representing themselves to provide their email address. The court will use the email address to send notices from the court about this case **except** for items that require another type of service as directed by statute or Nebraska Supreme Court Rule.

If you no longer have email capability or if your email or other contact information changes, you must complete a [Change of Contact Information Form](#).

By checking this box, I am letting the court know that I do not have the ability to receive emails. The reason I cannot receive email is: \_\_\_\_\_

If completed by an attorney: Bar Number: _____
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Case No. \_\_\_\_\_

**Certificate of Service**

I have ***mailed*** a copy of the Notice of Appeal to the following parties of this action:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have ***emailed*** a copy of the Notice of Appeal to the following parties of this action:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

See attached for more parties served but not listed

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_, Case No. \_\_\_\_\_  
Plaintiff,  
vs. \_\_\_\_\_  
Defendant.

**REQUEST FOR  
TRANSCRIPT OF  
PLEADINGS/DOCUMENTS**

Per Court rule:

- You must identify the specific pleading or document and the date it was filed.
- You may not make a request for “all documents” or attach a pre-printed list from the Register of Actions in JUSTICE.

To the clerk: Please prepare and certify a transcript of the following *specific* pleadings/documents filed in this case.

Date filed:	Title of pleading/document:
_____	_____
_____	_____
_____	_____
_____	_____

See attached for additional listing of pleadings/documents.

I understand that payment for the transcript and the docket fee must be made, or I must include the forms required to ask permission to proceed without paying fees before the transcript can be delivered to the appellate court.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
(of requesting party)  
Street Address/P.O. Box: \_\_\_\_\_  
City/State/ZIP Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

If completed by an attorney: Bar Number: _____
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Case No. \_\_\_\_\_

**Certificate of Service**

I have ***mailed*** a copy of the Request for Transcript of Pleadings/Documents to the following parties of this action:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have ***emailed*** a copy of the Request for Transcript of Pleadings/Documents to the following parties of this action:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

See attached for more parties served but not listed

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_, Case No. \_\_\_\_\_  
Plaintiff,  
vs. **REQUEST FOR BILL**  
\_\_\_\_\_, **OF EXCEPTIONS**  
Defendant.

A bill of exceptions is not needed.

Please prepare and certify a bill of exceptions. I have specifically identified the hearing date, evidence, and exhibits I believe are necessary for the appellate court to review.

Date of hearing: Evidence or Exhibit (including exhibit numbers):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

See attached for additional listing of evidence and exhibits.

Unless I was given permission to proceed without paying fees, I understand I will receive an estimate of the costs for this bill of exceptions. Within 7 days of receiving the estimate I will deposit the estimated amount with the clerk of the trial court. I understand that the bill of exceptions will not be prepared until payment has been made.

I understand if the cost for this bill of exceptions is more than the estimate, I will be responsible to pay the additional cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
(of requesting party)  
Street Address/P.O. Box: \_\_\_\_\_  
City/State/ZIP Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

If completed by an attorney: Bar Number: _____
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Case No. \_\_\_\_\_

**Certificate of Service**

I have ***mailed*** a copy of the Request for Bill of Exceptions to the following parties of this action:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have ***emailed*** a copy of the Request for Bill of Exceptions to the following parties of this action:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

See attached for more parties served but not listed

Date: \_\_\_\_\_ Signature: \_\_\_\_\_