

**GEAUGA COUNTY PROBATE/JUVENILE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST – APPELLATE PROCESS

These instructions are provided as a public service of the Geauga County Court, Probate and Juvenile Divisions, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court’s Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834.

Suggested Additional Reading.

- Ohio Rules of Appellate Procedure¹
- Eleventh Appellate District Local Rules²

Initial Considerations

- Determine whether (1) you will order a full or partial transcript of the trial court proceeding, and if so the estimated completion date; (2) you will rely upon a statement as permitted by App. R. 9(C) and (D) rather than a transcript; or (3) no transcript or statement is required.
- Determine whether your appeal should be handled on the Regular Calendar or whether it qualifies for the Accelerated Calendar or Expedited Calendar.
- Determine whether you qualify as an Indigent for the purpose of deferral of cost costs, preparation of a transcript, and appointment of legal counsel.

Filing Requirements

1. Notice of Appeal
2. Docketing Statement
3. Instructions for Service – Appellate

¹ <https://www.supremecourt.ohio.gov/LegalResources/Rules/appellate/AppellateProcedure.pdf>

² <http://www.11thcourt.co.trumbull.oh.us/pdfs/Local%20Rules.pdf>

4. Payment of Court Costs to the Clerk

- a. Court costs for the Geauga County Court Probate/Juvenile Division - \$38.00
- b. Court costs for both (1) the Geauga County Court General Division and (2) the 11th Appellate District Court - \$220.00

Additional Notes

- Indigency – if you indigent and desire a waiver of court costs, costs of transcription, or appointment of legal counsel, then prepare and file with the Clerk both (1) the Affidavit of Indigency and (2) the Financial Disclosure Form (POD 206-R).
- The Chief Deputy Clerk of this Court will cause the (1) Notice of Probate, (2) Docketing Statement, and (3) the court cost deposit of \$220.00 to be filed with the Clerk of Courts of the Geauga County Court General Division.
- If a transcript is required, then promptly commence the process of obtaining the transcript, preparing and filing form GC JF 6.0 – Request for Transcription if a juvenile matter, OR form GC PF 4.32 – Request for Transcription if a probate matter.