



Sources of help for unrepresented Appellants in the Court of Appeal

Stages in the progress of an appeal	Necessary work at each stage	Help which is available
Issue application in the Civil Appeals Office.	Complete the appellant's notice and bundle in support, obtaining necessary documents including transcript of judgment. Pay relevant fee or obtain fee remission.	Royal Courts of Justice Citizens' Advice (RCJ CA) will help explain the court's notes and complete the form. They will assist with bundle production. The Personal Support Unit (PSU) will accompany appellants to various offices within the building.
Dismissal List. In certain circumstances some cases may be listed for failure to comply with the court's requirements.	If cases are listed for dismissal, it is often necessary for applicants or appellants to correct defects in their bundles or obtain missing documents. Time limits are imposed.	RCJ CA assist in understanding the defects and in making corrections to bundles of documents. The Pro Bono unit may become involved at this stage. The PSU offers a workspace for appellants' use.
Permission to appeal hearing.	Attend Court before 1 or 2 Lords Justices. Normally only the applicant will be present. Argue why permission should be granted.	The PSU may take applicants for a view of the courtroom in advance, and accompany them to the hearing to give emotional support and assist with court procedures.
Supply additional bundles in cases which continue as appeals, after permission has been granted.	Lodge additional bundles which exactly match the original, within time limits.	The RCJ CA will assist in preparing and lodging additional bundles.

Legal representation at appeal hearing	Attend before 2 or 3 Lords or Lady Justices'. The other side will normally be present. Argue why the appeal should be allowed, and answer any arguments the other side may make.	If Permission to Appeal is granted, the RCJ CA will assist in making an application to the Bar Pro Bono Unit for professional legal representation at the appeal hearing.
Attend the Appeal hearing.	Attend before 2 or 3 Lords or Lady Justices'. The other side will normally be present. Argue why the appeal should be allowed, and answer any arguments the other side may make.	If unrepresented, the PSU will accompany appellants to court and offer emotional support and practical help.

The RCJ Citizens' Advice offers advice on legal problems specific to cases in the RCJ. Telephone 020 3475 8996 between 10am and 1pm on weekdays.

The Personal Support Unit is at room M104, Royal Courts of Justice (on the first floor opposite courts 5 and 6). It helps appellants with practical aspects of their case.

Telephone 020 7947 7701/7703

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