



## Applying for permission to appeal to the Court of Appeal

If you wish to apply for permission to appeal to the Court of Appeal, Civil Division, you should read the following documents and then complete an

Appellant's Notice (form N161)  
Routes of Appeal (Form 201)  
How to Appeal to the Court of Appeal (Form 202)  
Guidance Notes on completing form N161 (form N161A)  
Time limits for appealing to the Court of Appeal (Form 207)  
CPR Fees (Form 200)  
How to Prepare an Appeal Bundle for the Court of Appeal (Form 204)

You must file the Appellant's Notice and all other required documents with the Civil Appeals Office at the address shown below within the time limits specified in Form 207.

In considering whether to seek permission to appeal, and in completing the Appellant's Notice, please remember:

- you must ensure that your appeal lies to the Court of Appeal (Civil Division), rather than to another court. Please refer to Form 201 for guidance.

- when submitting the Appellant's Notice, you must also provide a copy of the order you are seeking to appeal. Without this the Civil Appeals Office may not be able to accept your application/appeal.
- depending upon the type of order you seek to appeal against, you may have only 7, 21 or 28 days from the date of the decision in which to file your Appellant's Notice, unless the judge in the lower court has allowed a longer period, or the Court of Appeal (Civil Division) extends time. If you are submitting your Appellant's Notice beyond the time limit you must complete section 9, Part B of the Appellant's Notice applying for an extension of time. You must explain the delay in section 10 and sign the statement of truth.
- the Appellant's Notice must be fully completed and should be accompanied by a skeleton argument setting out the main points you wish to argue (see Form N161A section 7). This will help the Court understand your case.
- the Appellant's Notice must be submitted in triplicate plus one copy for each respondent.

- the acceptance by the Civil Appeals Office of an Appellant's Notice does not mean that the Court of Appeal accepts jurisdiction in the case.
- the required bundle of documents should be lodged within 14 days of filing the Appellant's Notice. You must include a sealed copy of the Appellant's Notice in your bundle. Please ensure you retain a copy of the bundle for your own use.
- the Court will only grant permission to appeal if it considers that the appeal would have a real prospect of success or if there is some other compelling reason why the appeal should be heard.
- in relation to a second appeal (see Form 201) the Court will, in addition, only grant permission if the appeal would raise an important point of principle or practice.
- if you are granted permission to appeal, but your appeal fails, you may be ordered to pay the Respondent's costs. You will be at similar risk if the Court directs that any application is to be heard on notice to the Respondent.
- the Civil Appeals Office staff are unable to offer any assistance in the preparation of your case except that set out in the Forms mentioned above, but further assistance may be available from the Citizen's Advice or from other legal agencies.
- the fee is £528 for an application for permission to appeal. **Remember:** there are only limited circumstances in which permission will be granted for a second appeal (see Form 201). Consider before you pay the court fee whether you will be able to satisfy this strict test for the grant of permission.
- If you are filing your appellant's notice by post, the fee must be paid in the form of a cheque or postal orders made payable to HMCTS which must be endorsed with your name and address and title of the case on the back and be crossed "Account Payee".

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### Civil Appeals Office Registry

Room E307, 3rd Floor, East Block,

Royal Courts of Justice, Strand, London WC2A 2LL

DX 44456 Strand Fax 020 7947 6740 Telephone 020 7947 7121

RNID Typetalk 18001 (Text) 18002 (Voice)

Office Hours: Monday to Friday, 10.00am to 4.30pm

[www.civilappeals.gov.uk](http://www.civilappeals.gov.uk)