



Applying for permission to appeal to the Court of Appeal as a Litigant in Person

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.

Appellant's Notice (form N161)
Guidance Notes on completing the
Appellant's Notice (form N161A)
Routes of Appeal (Form 201)
How to Appeal to the Court of Appeal
(Form 202)
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 send the Appellant's Notice and all other required documents to the Civil Appeals Office. The minimum documents required for your application to be issued are a fully completed Appellant's Notice, grounds of appeal on a separate sheet (see Form N161A, section 7), a copy of the sealed order you seek to appeal and the court fee.

You may file the Appellant's Notice and other required documents by E-filing, email or post. Please see the relevant details at the end of this leaflet.

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.
- the court fee must be paid when you file your Appellant's Notice (see Form 200 for the payment of fees).
- Your documents must be received (filed) within the time limits specified in Form 207. Depending upon the type of order you seek to appeal, you may have only 7, 21 or 28 days from the date of the decision you are appealing in which to file your Appellant's Notice, unless the judge in the lower court has allowed a longer period. If you are submitting your Appellant's Notice beyond the time limit you must tick the box in section 10, Part B of the Appellant's Notice applying for an extension of time. You must explain the delay in section 11 and sign the statement of truth.
- whether you are sending paper documents, filing by email or E-filing, only one copy of the Appellant's Notice and grounds of appeal is required.
- 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. See Form 204 for guidance on how to prepare a bundle for the Court of Appeal.

- 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 (an appeal from a decision which was itself made on appeal to the lower court) the Court of Appeal will only grant permission if, in addition, the appeal would raise an important point of principle or practice.
- if you are granted permission to appeal, but your substantive 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 determined at a hearing at which the Respondent is to attend.
- 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 RCJ Advice (www.rcjadvise.org.uk) or from other legal agencies.

Filing by Post

Civil Appeals Office Registry

Room E307, 3rd Floor, East Block,

Royal Courts of Justice, Strand, London WC2A 2LL

Filing by E-Filing

Please refer to: <https://www.gov.uk/government/publications/how-to-use-the-hmcts-e-filing-service>

Filing by Email

For urgent matters please email:

CivilAppeals.Urgentwork@justice.gov.uk

For non-urgent matters please email:
civilappeals.registry@justice.gov.uk

Other Ways to Contact the Civil Appeals Office

Telephone 020 7947 7121 (Monday -Friday 10.00am to 4.00pm)

RNID Typetalk 18001 (Text) 18002 (Voice)

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

www.civilappeals.gov.uk