

INSTRUCTIONS FOR COMPLETING NOTICE OF APPEAL FORM
APPEAL FROM A TRIAL COURT ORDER

1. Insert the case number of the trial court.
2. Insert the appellant's name (usually your name).
3. Insert the appellee's name (the opposing party or parties).
4. Insert the date of the trial court order you are appealing. This is the date the order was filed with the trial court clerk.
5. Explain what type of order you are appealing (i.e. Final Order, Summary Judgment, Judgment and Sentence, etc.).
6. Your signature goes here.
7. Print your name.
8. Print your mailing address.
9. Print your e-mail address.
10. Insert each appellee's (opposing party) or their counsel's name(s) and mailing address(es) and e-mail address(es) if you have it.
11. Insert either hand-delivered if you hand delivered the document or U. S. Mail if you mailed the document or e-mail if you electronically mailed the document.
12. Insert the day the document was either mailed or hand-delivered.
13. Insert the month the document was mailed or hand-delivered.
14. Insert the year the document was mailed or hand-delivered.
15. Attach a copy of the order you are appealing.

PLEASE REFER TO THE FLORIDA RULES OF COURT OF APPELLATE PROCEDURE
19TH JUDICIAL CIRCUIT ADMINISTRATIVE ORDER 2020-16 AND THE NOTICE
TO PARTIES AND ATTORNEYS FOR ADDITIONAL INFORMATION