

Checklist for Appealing a Small Claims Judgment

Keep a copy of all documents for your records.
Attend all court hearings.

(1) Notice of Appeal

- Print your name and contact information at the top of the first page. Check whether you are the plaintiff or defendant or the attorney for the plaintiff or defendant.
- Complete the heading exactly as it appears in the Affidavit and Summons.
- Omit any private or protected information. When filed, this document is a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the trial court clerk.