

**INSTRUCTIONS FOR COMPLETING ATTACHED
NOTICE OF APPEAL FORM
(Administrative)**

1. Insert the name of the lower tribunal. The lower tribunal is the court whose order you are appealing (i.e., Department of Revenue, Unemployment Appeals Commission, Public Employees Relations Commission, etc.)
2. Insert the appellant's name (usually your name).
3. Insert the name of the appellee(s) (the opposing party(ies)).
4. Insert the case number of the lower tribunal.
5. Insert the date of the lower tribunal order you are appealing. This is the date the order was filed with the lower tribunal clerk or agency.
6. Explain what type of order you are appealing (i.e., Child Custody, Income Deduction Order, Order of Unemployment Appeals , etc.). Attach a copy of the order to your Notice of Appeal.
7. Your signature goes here.
8. Print your name.
9. Print your mailing address.
10. Insert each appellee's (opposing party) or their counsel's name(s) and mailing address(es).
11. Insert either "delivery" which means you hand-delivered the document or "mail" which means you mailed the document to the appellee or their counsel.
12. Insert the day the document was 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.

General Instructions: The original notice of appeal must contain an original signature and sent to the lower tribunal or agency. On the same day a copy should be sent to this court as well as opposing party(ies)/counsel.