

**INSTRUCTIONS FOR COMPLETING ATTACHED  
NOTICE OF APPEAL FORM  
(appeal from a trial court order)**

1. Insert the name of the trial court. The trial court is the court whose order you are appealing (i.e., Circuit Court of the Fifteenth Judicial Circuit, Palm Beach County, Florida)
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 trial court.
5. Insert the date of the trial court order you are appealing. This is the date the order was filed with the trial court clerk.
6. Explain what type of order you are appealing (i.e., Dissolution of Marriage, Summary Judgment, Judgment and Sentence, 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 must be sent to the trial court clerk's office. On the same day a copy should be sent to opposing party(ies)/counsel.