



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT

How to Appeal Your Civil Case to the United States Court of Appeals for the Second Circuit

If you disagree with a judgment or final order of the district court, you may appeal to the United States Court of Appeals for the Second Circuit. To start this process:

- 1) File a **"Notice of Appeal"** with the district court in Connecticut. The form may be found on our website here: <https://www.ctd.uscourts.gov/forms/notice-appeal>. It is a *one-page* document containing your name, a description of the final order or judgment (or part thereof) being appealed, and the name of the court to which the appeal is taken (the Second Circuit) – *it does not* include your reasons or grounds for the appeal.
 - a) The notice of appeal in a civil case must be filed within 30 days after the judgment or order that you wish to appeal is entered on the Court's docket, or, if the United States or its officer or agency is a party, within 60 days after entry of the judgment or order.
 - b) *If you are unable to file your notice of appeal within the required time, you may file a **"Motion for Extension of Time"**, but you must do so within 60 days from the date of entry of the judgment, or within 90 days if the United States or its officer or agency is a party. This form can be found on our website here: <https://www.ctd.uscourts.gov/forms/motion-extension-time-file-notice-appeal> and filed with the district court.
 - c) The filing fee for a notice of appeal is \$605 payable in cash (exact change), check, or money order, to "Clerk of Court, U.S.D.C." If you are unable to pay the \$605 filing fee, you may complete a **"Motion to Proceed in Forma Pauperis"** form and submit it with your notice of appeal to the district court for consideration. If the district court denies your motion to proceed *in forma pauperis* on appeal, you have 30 days after the service of that order from the district court to file a motion in the Court of Appeals for leave to appeal *in forma pauperis*. The form can be found here: <https://www.ctd.uscourts.gov/sites/default/files/forms/Non-Prisoner-IFP-form-Rev-12-15-23.pdf>.
- 2) After your appeal is filed with the district court, the appeal and case record are transmitted to the Second Circuit Court of Appeals, 40 Foley Square, New York, NY 10007.
- 3) The Court of Appeals then assigns a docket number to your case. Jurisdiction will now lie with them and all further questions regarding your appeal must be directed to that court.

There are many other steps to beginning and proceeding with your appeal, but they are governed by the rules of the Second Circuit Court of Appeals and the Federal Rules of Appellate Procedure. For more information, visit the Second Circuit Court of Appeals website at <http://www.ca2.uscourts.gov/> or call 212-857-8500.

**For additional information regarding the time for filing a notice of appeal, see Federal Rule of Appellate Procedure 4(a).*