

Appeals Process - This table describes generally the appeals process. Be aware that every case is different so your appeal may have a different timeline.

Steps	Tasks	Timeline
1a	Appellant prepares the papers to start the appeal: <ul style="list-style-type: none"> • Docketing Statement A (PDF) • Notice of Appeal & Statement of Points on Appeal, SHS-AP 100 (Word) • Designation of Transcript, SHS-AP 140 (Word) 	Soon after Superior Court's final judgment
1b	Appellant files the papers and pays filing fee and cost bond (or request for waiver) at the Appellate Court Clerk's Office and serves the Appellee (or attorney if they have one).	15-30 days from final judgment, depending on case type
2a	Superior Court prepares the record from your case and sends to the Supreme Court.	40 days
2b	Appellant and Appellee prepare the transcript of the Superior Court hearing / trial if they want, OR submit CD recording if Supreme Court granted request for the CD instead of transcript.	Due same date as Superior Court record
3a	Appellant writes Opening Brief and prepares Excerpt of Record.	
3b	Appellant files Opening Brief and Excerpt of Record at the Appellate Court Clerk's Office. Appellant serves Appellee (or attorney if they have one).	w/in 30 days after case manager serves Notice of the date brief is due
4	Appellee writes Appellee's Brief and prepares Excerpt of Record.	
4b	Appellee files Appellee's Brief and Excerpt of Record at the Appellate Court Clerk's Office. Appellee serves Appellant.	w/in 30 days after Appellant serves Opening Brief
5	Appellant may write Reply Brief. If so, Appellant files at the Appellate Court Clerk's Office. Appellant serves Appellee (or attorney if they have one).	w/in 20 days after Appellee serves Appellee's Brief
6a	Either party may request Oral Argument.	w/in 10 days after Appellant's Reply Brief is due
6b	Appellant and Appellee prepare and argue their cases before the Supreme Court.	2-5 months from filing of last brief
7	Wait for Supreme Court's decision.	
8	Supreme Court issues opinion or MOJ.	8-15 months after the last brief

Glossary of terms used in Appeals Process Table

Appeal	A review by an appellate court of what happened in a trial court or administrative agency to determine if any mistakes of law happened and if the mistakes are significant enough to reverse or remand the decision.
Appellant	The party who appeals from the trial court's decision. This is the party who lost in the trial court and wants the Supreme Court to reverse or modify the judgment of the trial court.
Appellate Court Clerk's Office	This is the place that deals with all paperwork that comes into and out of the Supreme Court and the Court of Appeals . The address is: 303 K Street, 4th floor, Anchorage, AK 99501-2084. The phone number is: 907-264-0612.
Appellee	The party against whom the appeal is filed and responds to the appeal. This is the party who won in the lower court case and generally wants the Supreme Court to agree with the lower court's decision.
Appellee's brief	The second brief in the series which the appellee files. It responds to the issues raised in the Appellant's opening brief and sets out the Appellee's argument that the lower court's decision is correct.
Cost bond	\$750 bond required for appellant to file in the Appellate Clerk's Office to cover the appellee's costs of defending the appeal . If appellant wins, the Clerk's Office will refund the money. If the appellant loses, the appellee will have their costs covered from the cost bond. If you cannot afford the cost bond, you may request to waive it by filing a special form called Motion for Waiver of Filing Fee or Cost Bond .
Decision	A court's judgment , order or decree that settles a dispute and decides an issue.
Designation of Transcript Form	A form that is filed at the start of the appeal that provides information about whether you will file a partial or whole transcript or none at all.
Docketing Statement Form	A required form that is filed at the beginning of the appeal . It contains information about the parties , the lower court proceeding, and the final judgment that you are appealing so that the Supreme Court can determine whether it has jurisdiction over the appeal.
Excerpt of Record	Each party selects the most important documents from the lower court record in the case and puts them together in what is called the "excerpt of record." The excerpt makes it easy for the Supreme Court to find the important documents in the case.

Filing fee	The court is required to charge a filing fee certain types of cases. The fee for an appeal is \$150. If you cannot afford the fee, you may request to start your case for free by filing a special form called Motion for Waiver of Filing Fee or Cost Bond .
Memorandum Order and Judgment (MOJ)	A summary written order that ends a Supreme Court appeal . This type of decision is binding on the parties involved because it states their rights and obligations as to the issues on appeal. However, unlike an opinion , it has no precedential value and cannot be cited as authority in other cases.
Notice of Appeal Form	A document filed in the Supreme Court that states you are appealing the lower court's final judgment . This document starts the appeal .
Opening brief	The first brief in the series which the Appellant files. The opening brief sets out the history of the case, explains to the Supreme Court the mistake or error the trial court made in its decision, and argues why the Supreme Court should reverse that decision.
Opinion	The written, published decision of the Supreme Court , including the reasons for the decision and the facts on which the decision was based.
Oral Argument	The argument or oral presentation of a party's point of view regarding an appeal .
Record on appeal	All of the paperwork filed in the lower court which the Supreme Court will review in the appeal. This usually includes pleadings , motion papers, evidence , exhibits , order and final judgment from the case.
Reply brief	This brief is the third brief in the series that the appellant may file. The reply brief addresses issues that were raised previously in either the appellant's opening brief or appellee's brief , but should not raise any new issues.
Statement of Points on Appeal Form	A form that is filed at the start of the appeal where the Appellant states the issues that they are appealing. Your appeal will only deal with the issues you raise in the Statement of Points on Appeal. This means that the Appellant's appeal brief(s) and the oral argument will only discuss those specific issues.
Superior court	The trial court of general jurisdiction for civil and criminal cases in Alaska. This court handles domestic relations cases such as divorce, dissolution, custody and child support. The Superior Court serves as the appellate court for appeals from district court cases and administrative agency decisions.

Supreme Court	The highest court in the State of Alaska. The Supreme Court consists of five justices . The Supreme Court hears all civil appeals and some criminal appeals that the justices choose to hear.
Transcript	Written version of everything that was said by the parties , the judge and any witnesses at the trial or hearings in the case. It is made from a recording of the proceeding that you can purchase a CD of a proceeding from the court. To get a transcript, you must hire a transcriber who will listen to the recording and write up everything that was said.
Waiver of filing fee or cost bond Form	The special form you may file if you cannot afford the filing fee and/or the cost bond to ask the Supreme Court to allow you to start the appeal without paying.