

## **DISTRICT COURT APPEAL INSTRUCTIONS FOR CIVIL, CRIMINAL AND CONTESTED INFRACTION CASES**

The procedures for perfecting an appeal from the King County District Court (KCDC) in civil, criminal and contested infraction cases are set forth in the Rules for Appeal of Decisions of Courts of Limited Jurisdiction (RALJ), Washington Court Rules, Volume I - State.

The following steps must be taken no later than 30 (thirty) days from the entry of judgment:

1. Notice of Appeal. The Appellant must prepare a written Notice of Appeal and a Case Assignment Designation Sheet (CADS) and file these with the District Court. The forms may be obtained from the clerk of this Court and are available on the KCDC website (<http://www.kingcounty.gov/courts/district-court/about/appeals.aspx>).
2. Filing Fee. Along with the Notice of Appeal and CADS, the Appellant must submit a cashier's check or money order in the amount of \$230.00 (two hundred and thirty dollars) made payable to the Clerk of King County Superior Court. A filing fee is not required for appeals in criminal cases.

Designation of Record. Within 14 (fourteen) days of filing the Notice of Appeal, the Appellant must file with the District Court a "Designation of Record to be Transmitted to Superior Court". A copy of this form is available from the clerk of this Court and is available on the KCDC website. A fee of \$40.00 (forty dollars) for all case types must be paid to the District Court for preparation of the record. Once the Designation of Record and payment are received, the District Court has 14 (fourteen) days to prepare the record and notify the parties the record is ready to be transmit to Superior Court. It is the Appellant's responsibility to have the electronic recording of the proceeding transcribed and submitted directly to Superior Court.

Service. The Appellant shall immediately serve a copy of the Notice of Appeal on all other parties. A Declaration or Affidavit of Service form shall be filed with District Court. This form may be obtained from the clerk of this Court and is available on the KCDC website.

### Stay of enforcement of judgment

1. Criminal case. The District Court may require a bond to stay enforcement of the judgment and sentence. If a bond is required but not posted, the defendant/Appellant must comply with the condition of sentence.
2. Civil case. To stay the enforcement of a civil judgment, the Appellant must file a motion to stay enforcement in the Superior Court, otherwise the District Court judgment can be enforced after 30 days.