

## How to File a Case at the D.C. Court of Appeals

If you disagree with a decision from certain D.C. agencies, **you have the right to ask the D.C. Court of Appeals to hear your case.** (See the list of agencies you can appeal from on the next page.) You can file your appeal in 4 steps:



### Step 1: Fill out the “Petition for Review” form.

This form is quick to fill out. To get the right form, call the Court of Appeals at (202) 879-2700 **or** follow these steps to get the form online:

- Go to <https://www.dccourts.gov/services/forms/>.
- Near the top of the page (next to blue search button), click the drop down button for “Choose Your Category” and click on “Court of Appeals.”
- Search for the form called “**Petition for Review.**”



### Step 2: File the appeal and a copy of the decision you’re appealing.

After you fill out the form, file it (with the order or decision attached) in **one** of these ways:

- **Email** the documents to [efilehelp@dcaappeals.gov](mailto:efilehelp@dcaappeals.gov).
- **Bring** a copy in person to the **Clerk’s Office** at the Courthouse. Their address is 430 E Street NW, Washington DC 20001. The courthouse is open Monday through Friday between 8:30 AM and 5:00 PM (except for legal holidays).
- **Mail** a copy to the Court at the address above. *This option is not recommended.*



### Step 3: Pay the filing fee or ask for a fee waiver.

The filing fee is \$100. If you can’t afford this fee, file a form asking for a fee waiver. Get the fee waiver form at [https://www.dccourts.gov/sites/default/files/2017-06/dcca\\_form7a.pdf](https://www.dccourts.gov/sites/default/files/2017-06/dcca_form7a.pdf). File this form at the same time and in the same way that you file your Petition for Review.



### Step 4: Mail the Petition for Review to all parties.

Mail copies of your appeal (with the order or decision attached) to the other side or their lawyer. *Their addresses are on the Certificate of Service attached to the order or decision that you’re appealing.*

### Is there a deadline to file a Petition for Review?

Yes. If you got the decision by **mail**, you have **35 days** after the mailing date listed on the “Certificate of Service.” If you got the decision in any other way, you have **30 days** to appeal. If you mail in your appeal, it is not filed until it is **received** by the Court. That is why we do not recommend filing by mail.

*Need help?* Call Legal Aid at (202) 628-1161 or go to [www.legalaiddc.org/online-intake/](http://www.legalaiddc.org/online-intake/).

### **What happens next?**

After you file, the Court will issue an Order that tells you the next steps in your case. Usually, it gives the agency 60 days to produce a record of what happened. If you have questions, call the Court of Appeals at **(202) 879-2700**.

\* D.C. agencies covered by these instructions include (this is a partial list):

- Office of Administrative Hearings
- Housing Authority
- Alcoholic Beverage Control Board
- Compensation Review Board (Workers' Compensation)
- Department of For-Hire Vehicles (Taxicabs)
- Police and Firefighters Retirement and Relief Board
- Rental Housing Commission
- Water and Sewer Authority
- Zoning Commission