

TACOMA MUNICIPAL COURT  
COUNTY- CITY BUILDING  
930 TACOMA AVE. S, ROOM 841  
TACOMA, WA 98402-2181

**MUNICIPAL COURT APPEAL INSTRUCTIONS  
(INFRACTION AND CRIMINAL CASES)**

1. All appeals from decisions of the Tacoma Municipal Court are in accordance with the Washington State Court Rules for Appealing decisions of Courts of Limited Jurisdiction (RALJ). Basic guidelines to help you in making an appeal are contained below in succeeding paragraphs. You are encouraged to read the RALJ for a more in-depth presentation of the rules, which are available in the Pierce County Law Library located on the first floor of the County-City Building.
2. If you wish to appeal a decision of the Tacoma Municipal Court, you must file a Notice of Appeal (original and 3 copies) with the Clerk of the Tacoma Municipal Court within 30 days of the date of entry of the decision you wish to appeal. You must pay the statutory filing fee of \$230.00 for civil and infraction cases. No filing fee is required for criminal/criminal traffic appeals.
3. If you believe that you are unable to pay the \$230.00 filing fee, you must explain your financial situation to the Court. To do so, you must complete and file a Motion/Affidavit and Order re: IN FORMA PAUPERIS with the Court. A judge will decide if the filing fee and other fees will be waived.
4. The Court will keep the original copy of the Notice of Appeal. You will serve a copy on the Assistant City Attorney (Have your copy stamped "received" while you are there.) You must serve a copy of the Notice of Appeal on all other parties, if any. Keep one copy of the Notice of Appeal for your records.
  - a. Once you have filed the Notice of Appeal and paid the filing fee and preparation fee, the Municipal Court will eFile a copy of the Notice of Appeal to the Clerk of Superior Court.
5. Within 14 days of filing of the Notice of Appeal, you must file a Designation of the Record to Transmit with the Clerk of Tacoma Municipal Court and serve a copy on all other parties. You must be specific as to dates and types of documents/records/exhibits you wish to be identified and transmitted to Superior Court. Failure to file the Designation within the prescribed 14-day period may result in the appeal being closed.
  - a. Original to Municipal Court
  - b. Take a copy of the Designation to the Assistant City Attorney (Have your copy stamped "received".)

6. The Court shall prepare the record within 14 days after the Designation is filed and notify all parties that the record is ready to transmit to the Superior Court. If you are not excused from paying the cost of preparation of the record, you must pay this cost (see paragraph 7, below) within 10 days after you have been notified that the record is ready for transmittal or the record will not be transmitted until payment has been made. Further, your appeal may be closed if you don't pay as required.
7. The cost for preparation of the record is \$40.00 per case, unless you have been excused by the Court from paying. This includes one copy of any recording, if you require additional copies for personal use or transcription purposes you need to request additional copies at the cost of \$10.00 per cd.
8. Upon receipt of the preparation costs, Tacoma Municipal Court will transmit the record to Superior Court and notify all parties that the record was transmitted.
9. You must transcribe the electronic recording of the proceedings in accordance with RALJ 6.3.A and file the transcript with the Superior Court.

The Tacoma Municipal Court has the following forms available for your use:

Notice of Appeal

Designation of Record to be Transmitted to Superior Court

Motion/Affidavit and Order re: In Forma Pauperis

You may wish to consult an attorney regarding an appeal. If you cannot afford an attorney and the offense is one which carries the possibility of a jail sentence, you may wish to contact the Public Defender who will determine preliminarily whether you are entitled to legal representation at public expense. The telephone number for the Department of Assigned Counsel (public defender) 253-798-6062.