

Memo

To: Juvenile Contract Attorneys
From: Carolyn Signorelli
Chief Child Protection Attorney
Date: 4/5/2011
Re: Role of Trial Counsel in Appellate Procedures when Client wishes to Appeal

1. When decision is rendered, Trial counsel informs client of decision and right to appeal.
2. If the client after consultation regarding the decision expresses a desire to take an appeal, Trial Counsel must **file a Motion for Extension of Time** (P.B. §66-1) with the trial court as soon as possible but no later than 10 days from the date of the decision. (P.B. §63-1)
3. Have client sign new **Application for Waiver of Fees**
4. **If you do not believe there are non-frivolous grounds for appeal or do not wish to handle the appeal (or as of July 1, 2011 you do not have an Appellate Contract): Send an email to ccpa@jud.ct.gov**¹
 - a. Subject Line: Appeal Review Attorney Request
 - b. Provide name of case, docket number, who you represent and name of client

CCPA will assign the Appeal Review Attorney within 24 hours and notify trial counsel with the name and telephone number of the Appeal Review Attorney.
5. After receiving the name of the Appeal Review Attorney, Trial counsel must **Complete Judicial Transcript Order Form**, JS-ES-262, with the following information, and submit to the court monitor in the trial court.
 - a. At the top put: *"CCPA Expedited Review"*
 - b. Name of Ordering Party: Name of Appeal Review Attorney
 - c. Telephone number: Telephone number of Appeal Review Attorney assigned
 - d. Address of Ordering Party: *"HOLD FOR CONTACT BY APPEAL REVIEW ATTORNEY"*
 - e. At the bottom of the form put *"Bill directly to CCPA"*
6. **File a Motion for Stay** for continuation of visits pending appellate review/ appeal, if appropriate.
7. Send copy of Motion for Extension of Time, Transcript Order Form and Granted/Denied Waiver of Fees to the Appellate Review Attorney

¹ You should only handle the appeal if you are confident that you will be able to comply with the procedural timelines of the Appellate Rules as the appellate courts will be more stringent about enforcing those rules in the future.

8. Notify Appeal Review Attorney of the outcome of the Motion for Extension of Time

Appellate Counsel will file motions for articulations/ rectifications/ reconsideration.