



# State of Rhode Island Judiciary

## Rhode Island Traffic Tribunal

### Notice of Appeal - Appeals Panel

<b>State of Rhode Island</b> v. <b>Defendant</b>	<b>Summons Number</b>
	<b>Date of Decision</b>

This is an appeal from a decision of the  Traffic Tribunal or the  Municipal Court for the city/town of \_\_\_\_\_.

Any person who is aggrieved by a determination of either the Rhode Island Traffic Tribunal or a municipal court may appeal the determination pursuant to G.L. 1956 § 8-18-9 or § 31-41.1-8 which establishes the right to appeal within ten (10) days of notice of the decision. Pursuant to Traffic Tribunal R. P. 21(d), the Appellant is also responsible for submitting a transcript of the hearing that formed the basis for the judgment being appealed within forty-five (45) days of the filing of the appeal in accordance with Traffic Tribunal R. P. 21(e).

To appeal, complete this Notice of Appeal and state your reasons for appeal below. (You may attach additional pages is necessary). If your appeal does not state sufficient grounds, it may be denied. Failure to timely file this Notice of Appeal and pay the fees within ten (10) days of the decision may deny your opportunity to appeal. The appeal filing fee is twenty-five dollars (\$25.00), the electronic filing fee is seventeen dollars and fifty cents (\$17.50), and the technology surcharge is three dollars and twenty-five cents (\$3.25), for a total of forty-five dollars and seventy-five cents (\$45.75).

The reason for my appeal is as follows: _____ _____ _____ _____ _____ _____ _____
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_____ Name of Appellant	
_____ Signature of Appellant	
Address _____	Date _____

/s/ _____ Signature of the Attorney	Rhode Island Bar Number _____ Date _____
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## State of Rhode Island Judiciary

### Transcript Request From an Audio Recording in the District Court or the Rhode Island Traffic Tribunal

#### Instructions on How to Fill out This Form

The form begins on page 2.

Step 1: **Check the box by the court** where your case was heard.

Step 2: **Complete the Requestor's Information fields.**

Step 3: **Complete the Case Information fields.** Some examples of court proceedings are arraignment, motion, pretrial, hearing, and trial.

Step 4: **Check a box for the delivery date** of the transcript.

Step 5: **Sign and date** the form.



#### **What to do Once the Form is Complete?**

Step 1: Email the form to Transcription Plus, LLC, at [mary@transcriptionplus.net](mailto:mary@transcriptionplus.net).

Step 2: Upon receipt of the form, an estimated processing cost will be determined. You will receive a “**deposit fee**” invoice by email with directions on how to pay. You will receive a link to pay online using a credit card, debit card, or bank transfer or you can mail a check to Transcription Plus, LLC, 3716 Messina Road, Clover, SC 29710. **Note:** This payment is a **deposit only** based on an estimated processing time. You may owe additional money once the transcript is completed.

Step 3: Once the deposit fee is received, the audio file will be uploaded from the court to Transcription Plus, LLC. If there is a balance due upon completion of the transcript, you will be notified by email of the amount and the balance must be paid before you will receive the completed transcript.

Step 4: **Save a copy of your form.**



## State of Rhode Island Judiciary

### District Court

- 6<sup>th</sup> Division     4<sup>th</sup> Division  
 3<sup>rd</sup> Division     2<sup>nd</sup> Division  
 Rhode Island Traffic Tribunal

### Transcript Request From an Audio Recording

#### Requestor's Information

Your name	
Your address	
Your email address	
Your telephone	

#### Case Information

Case number	
Court date	
Names on the case	
Briefly describe the court proceeding you are requesting	

#### Delivery Date of Transcript

- Check one:  Next business day – **For urgent requests only**  
 Two (2) to four (4) days

If the audio file is longer than three (3) hours, processing may take longer than four (4) days.

#### Signature

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date