



**RHODE ISLAND TRAFFIC TRIBUNAL
NOTICE OF APPEAL - APPEALS PANEL**

State of Rhode Island v. Defendant	Summons Number
	Date of Decision

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 fee for the transcript is ten dollars (\$10.00).

The reason for my appeal is as follows: _____

Name of Appellant

Signature of Appellant

Address _____	Date _____
---------------	------------

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



**RHODE ISLAND TRAFFIC TRIBUNAL
TRANSCRIPT INSTRUCTIONS**

State of Rhode Island	Summons Number
v.	
Defendant	Date of Decision

Pursuant to Traffic Tribunal R. P. 21(d), “[t]he appellant shall be responsible for submitting the transcript of the hearing(s) that formed the basis for the judgment being appealed.” Transcripts are defined as a complete, verbatim typed record of a court hearing. Transcripts are necessary for the appeals panel to meaningfully review your appeal. The audio recording of the hearing may be obtained from the clerk’s office at a cost of ten (\$10.00) dollars. It is the appealing party’s responsibility to provide the court with the transcript(s) derived from the recording(s).

TRANSCRIPT REQUIREMENTS

- Transcripts shall be typed, word for word, on 8½ x 11-inch paper, with a minimum 12-point font size preferable in Times New Roman font.
- Transcripts should be a verbatim record of the entire hearing and shall contain notations indicating all the parties present and a designation as to who said what.
- Any portions of the audio recording which are unclear shall be denoted in the transcript as “inaudible.”
- The person transcribing the recording must be a reliable, disinterested party or a transcription service company.
- The name, address, contact information, and signature of the person who transcribed the recording(s) shall be noted at the end of the transcript.
- The transcriber shall certify that the transcription of the recording is to the best of his or her ability and acknowledge that the transcription is an accurate and complete transcript of the hearing.

The original transcript must be filed with the Traffic Tribunal within forty-five (45) days of the filing of the Notice of Appeal in accordance with Traffic Tribunal R. P. 21(e).

I have read the above procedure and understand the requirements needed for an appeal. I understand my appeal may not be heard without a transcript of the hearing. I have received a copy of the recording.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Appellant
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Appellant
Date _____