

**UNITED STATES COURT OF APPEALS
TENTH CIRCUIT**

Office of the Clerk
Byron White United States Courthouse
Denver, Colorado 80257
(303) 844-3157

Elisabeth A. Shumaker
Clerk of Court

Douglas E. Cressler
Chief Deputy Clerk

TO: Person Appealing Pro Se (without counsel)

RE: Filing Appeals

In order to perfect an appeal, you must file a notice of appeal with the **clerk of the district court** within the time specified by the Federal Rules of Appellate Procedure.

Within 14 days after filing your notice of appeal, you may file with the clerk of the court of appeals a docketing statement on a form which is attached to this letter.

All prisoners filing appeals pro se must comply with the Prisoner Litigation Reform Act. The requirements of that act include, but are not limited to, completing financial information forms and submitting a certified trust account statement. You should submit those forms to the district court. All others proceeding pro se must pay the prescribed fee (\$5.00 filing fee and \$450.00 docket fee) to the clerk of the district court. If you are not a prisoner filing a habeas corpus case, you may seek to proceed in forma pauperis by filing a motion with the district court. In those cases, if you have been proceeding in forma pauperis and the district court did not find your appeal frivolous, you need not file a second motion.

After filing your notice of appeal, or after ruling on a motion to appeal in forma pauperis, the clerk of the district court will notify you that documents filed in the district court, or copies thereof, have been transmitted to the court of appeals as the record on appeal. The court will notify you of further instructions regarding the appeal.

Very truly yours,

ELISABETH A. SHUMAKER, Clerk