



**IN THE MUNICIPAL COURT,
IN AND FOR THE CITY OF MOLALLA,
COUNTY OF CLACKAMAS, STATE OF OREGON**

Before the Honorable Lucy Heil, Municipal Court Judge

PROCEDURE TO FILE AN APPEAL TO A HIGHER COURT

After a case is heard in Municipal Court, and the defendant is found “Guilty”, he/she may wish to appeal the finding to a higher court.

- The defendant has **30 days** from the date of entry of the judgment to file a Notice of Appeal in Municipal Court. The filing period will start with the next calendar day including Saturday, Sunday and holidays and must be filed on or before the close of business on the 30th day. If the last day of the 30 day period falls on a Saturday, Sunday, legal holiday, or a day when the court is closed, the 30 day period will run until the end of the next day the court is open.
- A **Filing Fee of \$281.00*** must be made payable to the **State of Oregon**.
- This fee is non-refundable regardless of the outcome of the appeal.
- Any fine ordered by the Municipal Court verdict must be paid in full before an appeal will be processed. If the Circuit court reverses the finding of this court and a suspension or reduction of this fine is ordered, a refund will be issued.
- The written intent to appeal should be delivered to Molalla Municipal Court along with the \$281.00* State of Oregon filing fee.

At which time:

- A record of this Court’s finding, the original copy of the citation and a letter of transmittal are then sent to the Court Clerk, Clackamas County Courthouse. A copy of all is kept in the Molalla Municipal Court – “Appeals Pending” file.
- The Circuit Court, 5th Judicial District in Oregon City will set a trial date and all concerned parties will be notified as to the date and time of the appeal appearance.

Molalla Municipal Court
117 N. Molalla Ave, PO Box 248
Molalla, OR 97038
(503) 829-7711

Clackamas County Appeals Court
807 Main Street, Room 104
Oregon City, OR 97045
(503) 655-8447

**Filing fee is effective January 1, 2021. This form is for informational purposes only; fees, deadlines, and procedure requirements are subject to change. The Municipal Court does not provide legal forms and the clerk cannot give legal advice.*

Updated 01/2021