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| Get an informal brief - Appellee |

Congratulations {{ users }}! You have finished all the forms you need to complete your informal brief and appendix. Now, you must deliver your brief and appendix to the Appeals Court and to the other parties involved in this case. Read the instructions below.

## Next steps

1. Deliver a copy to the appellee(s) or their attorney(s).
2. File this brief with the Appeals Court now. You can do this by [mail](#_Filing_the_brief_1) or [electronically](#_Filing_the_brief).
3. **Keep a copy for yourself.**

## To file your appellee brief right away

1. Look over the forms below, one more time. Make sure everything is correct.
2. Be sure to include the [Record Appendix](#_Record_Appendix_(filed) and, if required, [Impounded Record Appendix](#_Impounded_Record_Appendix).
3. Call the Appeals Court Clerk’s Office at

(617) 921-4443 if you need help delivering the forms to the court.

## What happens after I file my appellee brief?

The judges read the briefs and the record appendix. They may decide the appeal based just on the briefs and record appendix, or they may schedule a hearing for oral argument.

1. Send your brief.
2. Wait for a reply brief from the appellee.

## What can the judges do?

The judges will read your brief. The court will notify you of the next steps. The court will either schedule an oral argument then issue a written decision or not have a hearing and issue a written decision.

**Read** the decision as soon as you get it. If you disagree with the Appeals Court’s decision, you may file either a motion for reconsideration or modification of the decision (Rule 27) in the Appeals Court or file an application for further appellate review (Rule 27.1) in the Supreme Judicial Court. Each option has a short time deadline so you must quickly review the rules and file.

## Filing the brief electronically

You can file this brief electronically with the Appeals Court by converting and saving this Word document to a PDF. To save as a PDF, please go to "**File**" and select "**Save as Adobe PDF**."

Then, enter the appropriate file name for the PDF (e.g., Informal Appellee Brief) and select the folder where you wish to save this document. Lastly, press the "**Save**" button at the bottom to complete saving. An informal brief may be electronically served and filed by [creating an account](https://massachusetts.tylertech.cloud/OfsWeb).

## Filing the brief by mail

If you are not filing electronically, an original paper copy may be mailed to:

**Massachusetts Appeals Court**

**Clerk's Office**

**1 Pemberton Square, Room 1200**

**Boston, MA, 02108**

Also, send a copy to each party involved in the case.

To print a copy of this Word document, please go to "**File**" and select "**Print**." Then, choose the correct printer and customize your print settings (e.g., number of copies). Lastly, press the "**Print**" button, with the printer icon, to complete printing.

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