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| Get an informal brief - Appellee |

Congratulations {{ users }}! You have finished all the forms you need to write your appellee brief. Now, you must deliver your brief to the court and to the other parties involved in this case. Read the instructions below.

## Next steps

1. Deliver a copy to {{ showifdef('other\_parties[0]') }} or their attorney.
2. File this appeal with the 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 [Impounded Record Appendix](#_Impounded_Record_Appendix).
3. Call the Court of Appeals 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 judge reads your brief and the record appendix. They may decide based just on your papers, or they may schedule a hearing.

1. Send your brief.
2. Wait for a reply.

## What can the judge do?

The judge will read your brief. The court will notify you what to do next.

**Read** the decision as soon as you get it. Call the court to fix any mistakes. You may need to go back in front of the judge to get the decision corrected.

## 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.

## Learn more

Visit [**https://www.mass.gov/info-details/appeals-court-informal-brief-pilot-program**](https://www.mass.gov/info-details/appeals-court-informal-brief-pilot-program)

or use the QR code below:

A qr code with a white background

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