

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Final Judgment and Transition to Appeal**

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Client Name],

This letter is to formally notify you that the court has entered a final judgment in your case on [Date of Judgment]. A copy of the signed judgment is enclosed for your records.

As we previously discussed, we believe there are grounds to challenge this decision. This letter outlines the next steps required to transition your case from the trial court to the appellate court.

**Notice of Appeal Deadline**

The deadline to file a Notice of Appeal is strictly enforced. We must file the notice no later than [Deadline Date]. Failure to file by this date will result in the permanent loss of your right to appeal this judgment.

**Appellate Scope**

Please be advised that an appeal is not a new trial. The appellate court will not hear new evidence or witness testimony. Instead, the court will review the existing trial record to determine if legal errors were made that affected the outcome of the case.

**Stay of Execution**

The filing of an appeal does not automatically stop the enforcement of the judgment (such as the payment of damages). To prevent the judgment from being enforced during the appeal, we may need to post a supersedeas bond or request a stay from the court. Please contact us immediately to discuss the financial requirements for this bond.

**Next Steps**

To proceed, we require your written authorization and the initial appellate retainer fee by [Date]. Upon receipt, we will file the Notice of Appeal and begin the process of ordering the trial transcripts and designating the record.

If you have any questions regarding the risks, costs, or timelines associated with this transition, please schedule a call with our office as soon as possible.

Sincerely,

[Your Signature]

[Your Printed Name]