

**APPEAL PROCESS FOR MUNICIPAL COURT**  
**Edmond, Oklahoma**

1. Any decision rendered finding the defendant guilty of a municipal ordinance may be appealed by following the procedures set forth in state law (11 O.S. § 27-129).
2. An appeal from the Municipal Court is filed in the District Court of Oklahoma County and must be filed in writing within ten (10) calendar days of your conviction in the Municipal Court.
3. If you are represented by an attorney in your appeal, you should consult him/her about your appeal. If you are not represented by an attorney, the Oklahoma District Court Clerk's office have Notice of Appeal forms and they will assist you in completing this form.
4. **PROCEDURE**
  - a) After trial, advise the Municipal Judge and the Municipal Court Clerk, within the time specified by statute, that you desire an appeal. The appeal bond is then set by the Municipal Judge.
  - b) The appeal bond must be posted with the Municipal Court Clerk and is at least equivalent to twice the amount of the maximum fine based on the offense of which you have been convicted
  - c) A written Notice of Appeal must be filed with the District Court at the Court Clerk's Office, located at the County Courthouse, 320 Robert S. Kerr, Oklahoma City. A **CERTIFIED** copy of the Notice of Appeal must then be filed with the Municipal Court Clerk within the ten (10) calendar day filing period.
  - d) You will receive a completely new trial *de novo* in the District Court
  - e) You will be notified when a date is set for your appeal trial. The Municipal Court will not handle the case. The trial will occur at the District Court in Oklahoma City.
  - f) If you post an appeal bond and file a Notice of Appeal with the Edmond Municipal Court, but do not pursue your appeal in the District Court of Oklahoma County, the bond will be forfeited.
5. Failure to comply with the statutory time to appeal under 11 O.S. § 27-129, may void your right to appeal your conviction.
6. If any of the above is unclear to you, or if you have further questions, please contact the District Court Clerk's Office at 405-739-1283 or a private attorney of your choice.