

SUPERIOR COURT OF CALIFORNIA
COUNTY OF MARIN



**INSTRUCTIONS TO APPELLANTS
FOR COMPLETING THE**

**Notice of Administrative Appeal Form - CDA
Government Code § 53069.4(b)(1)**

1. You must complete the Notice of Administrative Appeal form by typing or printing legibly.
2. A fee of \$25.00 must be paid upon filing the Notice of Appeal in order to process the form.
3. After completing the Notice of Appeal, you must make copies for the Community Development Agency, County Counsel of Marin County and yourself. Within 15 days of the filing of this Notice of Appeal you must file a Proof of Service (included in your packet) declaring under penalty of perjury that you have served the Notice of Appeal either by mail or personal service on the Community Development Agency and County Counsel.
4. A hearing date and time (Tuesdays at 9:30 a.m.) will be assigned by the Clerk. Any continuance of this hearing will be granted only upon a showing of good cause. A \$14.00 filing fee is required for a continuance.
5. Your brief is due no later than 10 days prior to the date of the hearing. The Community Development Agency must file its brief no later than two days prior to the date of the hearing. Your brief should contain all legal authority and facts to support your appeal and any other reasons why your appeal should be granted. You must serve your brief either personally or by mail on the Community Development Agency and County Counsel. If the Court denies your appeal, it may award costs against you including the cost of preparing the reporter's transcript from the administrative hearing. If you prevail in your appeal, the filing fee will be refunded to you by the Community Development Agency, not by the Court.
6. You have the right to be represented by an attorney in this matter at your own expense. Employees of the Clerk's Office are prohibited by law from giving for legal advice.