

**FILED**

April 07, 2021

ST-2021-RV-00005

TAMARA CHARLES

CLERK OF THE COURT

**IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS  
DIVISION OF ST. THOMAS/ST. JOHN**

**IN THE MATTER OF THE ESTATE OF  
JEFFREY E. EPSTEIN,  
Deceased**

**CASE NO: ST-2021-RV-00005  
Originating Case No: ST-2019-PB-00080**

Dear Carol Thomas-Jacobs, Esq.:

The Superior Court received the Notice of Appeal in the above-captioned case, which was docketed in the Appellate Division on **March 17, 2021**. The appeal is assigned to the **Honorable Debra S. Watlington** and is assigned a new case number: **ST-2021-RV-00005**. As the person who filed this appeal, it is your responsibility to follow the rules and procedures that apply to the Appellate Division, including the following:

The notice of appeal shall identify the party initiating the appeal, designate the decision or order appealed from, and contain a concise position statement of no more than 780 words in length (or three pages for self-represented parties) which sets forth the issues the party wishes to present for appeal, together with a brief argument in support of the party's position. The notice must include a certificate evidencing service on all other parties to the Magistrate Division proceeding.

**Response:**

Within fourteen (14) days of filing and service of the notice of appeal, any other party to the Magistrate Division proceeding may, but is not required, to file a response to the notice of appeal. The response may contain a concise position statement of no more than 780 words in length (or three pages for self-represented parties), which responds to the position statement in the notice of appeal, which may include designating additional issues of review.

**Judgment:**

If the Magistrate Division issued a judgment awarding money or other relief (such as a writ of execution, restitution or a permanent restraining order) in a civil case or imposed a sentence (including fines and incarceration) in a criminal case, the judgment is **NOT STAYED** because a notice of appeal was filed. In civil cases, you must file a motion to request a stay pending appeal and/or post a bond.

### Applicable Rules

Parties involved in the appeal process are advised to consult the Superior Court Rules for procedures governing that process, specifically **Super. Ct. R. 322 and Promulgation Order No. 2018-005**, and all other applicable Court rules. Those Rules may be found on the Superior Court's website, at [www.visuperiorcourt.org](http://www.visuperiorcourt.org).

Please be advised that the deadlines set by the assigned judge are to be strictly followed. Failure of the Appellant to adhere to the deadlines may result in dismissal of the notice of appeal for failure to prosecute.

If you have any questions or concerns you may contact the Office of the Clerk of the Court at (340) 778-9750 or 774-6680.

Sincerely,

TAMARA CHARLES  
Clerk of the Court

By: 

Probate Officer II

Dated: 

Copy to:

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