

Application of Administrative Appeal Process

Action by Authority	Time Constraints	Action by Faithful
1. You receive a decision that originated from a bishop, religious superior, or higher authority (e.g.: your parish or church is being closed).	You have 10 days to respond to the bishop.	You send a <i>Remonstratio</i> to the bishop.
2. Bishop receives your <i>Remonstratio</i> .	He has 30 days to respond (revoke, emend, deny or ignore).	Wait and pray.
3. Bishop sends a negative answer or does not reply at all.	You have 15 days to send an appeal to the Holy See.	You send an appeal to a dicastery of the Holy See (e.g. Congregation for the Clergy).
4. Dicastery receives your appeal.	It has 90* days to respond.	Wait and pray.
5. The Dicastery denies your appeal or does not respond within 90 days.	You have 60 days to send an appeal to the Supreme Court of the Church.	You send an appeal to the Apostolic Signatura.
6. The Apostolic Signatura receives your appeal.	The Signatura follows its own regulations in a different process that requires appellants to hire an advocate in Rome approved by the Signatura.	Wait, pray, and grow in patience or pull your hair out.
	*This is not a strict time constraint. They can give themselves extensions.	

NB: If one receives a decision from an authority below the level of a bishop, the first step is to send an appeal to the bishop within 15 days. No *remonstratio* is made. The bishop has 90 days to respond. This replaces steps 1 and 2 above. If a negative decision is made by the bishop, proceed to step 3.

Between step 5 and step 6, it is advisable but not mandatory to file a courtesy *remonstratio* with the dicastery that rejected the appeal. If filed, this does not suspend the time limit of appeal to the Apostolic Signatura. If further appeal is necessary or advisable at this stage after receiving a negative answer to an appeal, The Saint Joseph Foundation recommends filing a *remonstratio* within 10 days of receiving the negative decision, but also filing an appeal to the Apostolic Signatura between 30 and 60 days of having received the negative answer from the involved dicastery. This gives the dicastery a brief period of time to reconsider its decision while also not harming one's appeal prospects.