

APPELLANT'S DESIGNATION

Updated 04/30/2009

This process shows the steps required for an external user to complete an Appellant's Designation on CM/ECF.

STEP 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Select the **Appeal** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 - The AVAILABLE EVENTS screen displays.

- Select "**Appellant Designation**" from the list of events.
- Click the **[Next]** button.

STEP 4 - The JOINT FILING screen displays.

- Click in the box to associate filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button (twice).

STEP 6 - The VERIFICATION screen displays.

- Verify that the name and case number is correct.
- CM/ECF will automatically sets an Appellee Designation due date.
- Click the [**Next**] button.

STEP 7 - The REFER TO EXISTING EVENTS screen displays.

- Click inside the box to place a check mark indicating that this filing **DOES** refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the [**Next**] button.

STEP 8 - The EVENTS REFERENCE screen displays.

- Select the category to which the event relates; in this instance, choose **appeal**.
- Click the [**Next**] button.

STEP 9 - The SELECT REFERENCED EVENT and SELECT PDF screen displays.

- Click inside the box(s) to place a check mark to select the related document or event for which this is associated.
- Browse and select the .pdf file to associate with this event.
- Click the [**Next**] button.

STEP 10 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the [**Next**] button.

STEP 11 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser [**Back**] button to find the screen needed to modify.

NOTE: If the [**Back**] button is used and case information is altered, you must use the [**Next**] button and resubmit for each screen or the changes will not take effect. In other words, do not use the [**Forward**] button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [**Next**] button if correct.

Sample Docket Text: Final Text

Appellant Designation of Contents For Inclusion in Record On Appeal Filed by ABC Company (related document(s) [35]). Appellee designation due by 05/11/2009. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 12 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number, and document number.