

CM/ECF Participant's Guide

APPELLEE'S DESIGNATION

Updated 12/3/2021

Description: This process shows the steps required for an external user to complete an Appellee'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.

- Click on the **Appeal** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The EVENTS screen displays.

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

STEP 5 – The JOINT FILING screen displays.

- Click in the box if the document is being filed with other attorney(s).
- Click the **[Next]** button.
- Select any additional attorneys if applicable

- Click the **[Next]** box.

STEP 6 – 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.

STEP 7 – The ASSOCIATION screen appears (if attorney has not been previously associated with party).

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 – The VERIFICATION screen with debtor(s) name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 9 – 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 10 – The EVENTS REFERENCE and SELECT PDF screen displays.

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

STEP 11 – The SELECT REFERENCED EVENT screen displays.

- Click inside the box to select the related document or event for which this is associated.
- Click the **[Next]** button.

- Click the **[Next]** button.

STEP 12 – 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

Appellee Designation of Contents for Inclusion in Record of Appeal Filed by ABC Company (related document(s) [95]). (Attorney, Bill)

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

Have you redacted?

STEP 13 – 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.