

CM/ECF Participant's Guide

NOTICE OF APPEAL

Updated 12/1/2021

Description: This process shows the steps required for an external user to complete a Notice of Appeal on CM/ECF. **Please Note** that if any fee amounts appear below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the court's website).

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 "**Notice of Appeal**" 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 another attorney.
- Click the **[Next]** button.

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 APPEAL TO DISTRICT COURT OR CIRCUIT COURT screen appears.

- Please type either DISTRICT COURT or CIRCUIT COURT in the available text box.
- Click the **[Next]** button.

STEP 9 – The SELECT ASSOCIATED EVENT screen displays.

- The Appellant Designation due date is set.
- Click to select the related document or event for which this Appeal is associated.
- Click the **[Next]** button.

STEP 10 – The VERIFICATION screen with the debtor(s) name and case number appear and fee reminder.

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

STEP 11 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 12 – The MODIFY DOCKET TEXT screen appears.

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

STEP 13 – 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.
- An electronic payment screen appears (if a fee is due).

Sample Docket Text: Final Text

Notice of Appeal to District Court re: [18] Order Denying Confirmation of Chapter 11 Plan. Filed by ABC Company. Appellant Designation due by 12/2/2021. (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 14 – 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.