

## Notice of Appeal

This guide provides step-by-step instructions on how to file a Notice of Appeal. Although this example specifically shows the steps to file a Notice of Appeal, the same steps would be followed for other Appeal events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Appeal Events hypertext link.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Event screen displays.
  - a. Select the Notice of Appeal and Statement of Election event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Leave the party's address blank.
  - d. Click Next to continue.
  - e. Click Next again to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next.
8. The Related Event screen displays next.
  - a. Select the appropriate order to which your event relates to by placing a check mark in the event box.
  - b. Click Next.
9. The Appellant Designation Due Date screen displays next.
  - a. Do not modify this date.
  - b. Click Next.
10. The Opt Out of BAP screen displays next.

- a. Select Yes or No.
  - b. Click Next.
11. The Filing Fee screen appears.
  - a. Do NOT modify this amount.
  - b. Click Next.
  - c. Click Next again.
12. The Final Text screen displays.
  - i. This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
13. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      1. Names of other parties on the case who have not furnished their e-mail addresses to the court.