

Designation of Record [On Appeal]

This lesson explains how to file the Designation of Record on Appeal by either Appellant or Appellee. The Filer should upload the Designation ONLY. **Do not** attach copies of the items designated. Filers must immediately provide the court with a hard copy of the designated items.

STEP 1 Click the **Bankruptcy** or **Adversary Proceeding** hyperlink on the **ECF Main Menu** (See figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** or **ADVERSARY EVENTS** screen displays.

' Click the **Appeal** hyperlink

STEP 3 Enter **Case Number**; click [NEXT]

STEP 4 The **FILE AN APPEAL** screen displays

' Select **Appellant Designation** or **Appellee Designation** from drop down list, as appropriate.

' Click [NEXT]

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

K TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.

STEP 6 The **PARTY SELECTION** screen displays

' Select the party you are representing from the list

' Click [NEXT]

STEP 7 The **PARTY ASSOCIATION** screen displays (*optional*)

- ' Click the association check box to create a link between you and the filing party.
- ' Click the [NEXT] button.

STEP 11 The **PDF DOCUMENT SELECTION** screen displays

- ' Click [**BROWSE**], then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path
- ' To verify that this is the appropriate document, highlight the document name
 - Right click with your mouse.
 - Select **open** to view the document
 - Click **X** in the upper-right corner to exit
 - If correct, click the **open** button on the **choose file** screen to select it
- ' Click [NEXT] button.

STEP 12 The **Appellee Designation of Record** due date (*defaults to 10 days from filed date*) and the **Transmission to Appellate Court** due date displays. **Make a note of these due dates for your records.**

- ' The following warning display appears:

A hard copy of all items listed on the Designation of Record must be supplied to the Clerks Office for transmission to the appellate court. Failure to supply the designated items will result in the appeal being forwarded with a statement of noncompliance.

- ' Next, the **Certificate of Service** question displays. Insert “y” or “n” as appropriate. If “n”, a two day deadline for the filing of the certificate of service will be set. Failure to file the cos within the 2 day period, will result in the document being stricken from the record.

STEP 13 The **Document Linkage** screen displays.

- ' Place a check mark in the appropriate Notice of Appeal event that relates

to the Designation being filed.

- ' Click the **[NEXT]** button.

STEP 14 The **MODIFY TEXT** screen displays

- ' Enter any required text in the free text box.
- ' Verify the accuracy of information
- ' Click the **[Next]** button

STEP 15 The **FINAL TEXT** screen displays

- ' Verify the accuracy of the text
- ' Use the **Back** browser button when corrections must be made
- ' Clicking on Bankruptcy or any menu option aborts the entry
- ' If the information is correct, click the **[Next]** button.

STEP 16 The **Notice of Electronic Filing** screen displays

- ' Click **Print** on the browser button to print a copy of the notice for your records (Optional)