

Statement of Issues on Appeal

This lesson explains how to file the **Statement of Issues on Appeal**.

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 **Statement of Issues on Appeal** from drop down list

' 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]

- ' If the party is listed, skip forward to **STEP 11**

- ' If the party is **not listed** in the case, add them to the case.

- ' Click the **Add/Create New Party** hypertext link

STEP 7 The **SEARCH FOR PARTY** screen displays

- ' Enter the last or business name to begin a search for the party to be added.

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

STEP 8 The **PARTY SEARCH RESULTS** screen displays

- ' Highlight the correct party name, verify the address and click [**Select name from list**] button;

- < The **PARTY INFORMATION** screen displays

- < Click the **Role** type down arrow and select the appropriate type (Appellee, Appellant).

- < Click the [**SUBMIT**]

- ' If the party is not included in the database, click the [**Create New Party**] button

- < Enter the party's full name. All other information is optional.

- < Click the **Role** type down arrow and select appropriate type (Appellee, Appellant).

- < Click the [**SUBMIT**] button.

STEP 9 The **PARTY SELECTION** screen displays again.

- ' The party name is pre-selected

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

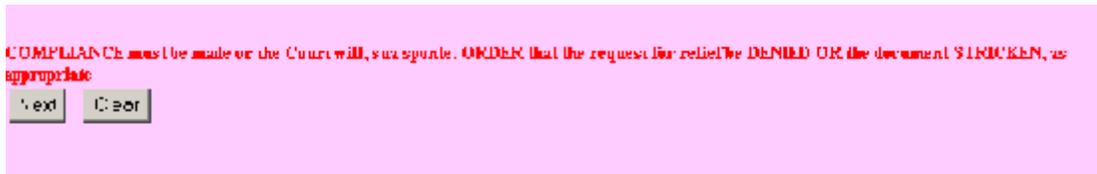
STEP 10 The **PARTY ASSOCIATION** screen displays

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

STEP 11 The **CERTIFICATE OF SERVICE** screen displays

- ' If the certificate of service is attached to the Objection, insert a “y” in the text box.
- K** *TIP - Always use lowercase letters to complete this field. Uppercase letters will be interpreted as a No, and a deadline for the certificate of service will be set.*
- ' If the certificate of service is not attached to the Objection, insert an “n” in ext box.

< A warning screen will display as follows:



< Next, a **48 Hour Deadline will be set for the filing of the Certificate of Service (COS)**. No other notice will be sent and failure to file the COS within the 48 hours will result in the Objection being stricken from the record.

STEP 12 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

STEP 13 The **EVENTS CATEGORY** screen displays

- ' Place check in box next to the appropriate Notice of Appeal
- ' 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. This is the last opportunity to change information or abort transaction.
- ' 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)