

Notice of Appeal

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeals**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN or YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Notice of Appeal** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Fee Certification question(s)** display.
- Respond to the question(s) as appropriate. (Defaults to **No.**)
 - Click **Next**.
- STEP 7.** If a fee box displays.
- If the fee was deferred or is exempt, 0.00 should display in the fee box. If the fee was NOT deferred or exempt, the appropriate fee amount should display in the fee box.
 - Click **Next**.
- STEP 8.** The attach the PDF document screen displays.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.

STEP 9. Select the appropriate event(s) to which your event relates screen displays.

- Click in the box next to the order/judgment being appealed.
- At the **Copy to:** box, enter the names of the individuals to whom the Notice of Appeal was mailed.
- At the **Enter Date Mailed:** box, enter the date the Notice of Appeal was mailed.
- Click **Next**.

STEP 10. A case verification screen displays.

- Confirm the debtor(s) name and case number are correct.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 12. The **Electronic Payment** window displays.

- Click **Pay Now** to pay all fees due to the court.
- Click **Continue Filing** to file another case or document.

STEP 13. The **Notice of Electronic Filing** screen displays.