

Notification of Ordering Transcript on 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 or adversary proceeding number using the YY-NNNNN or YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the case number and name are correct.
- Select the **Notification of Ordering Transcript on Appeal** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Select the appropriate event(s) to which your event relates** screen displays.
- Select the related Notice of Appeal event.
 - At **Select One of the following**, click on the appropriate radio button. If the Transcript is currently on file, continue with **Step 7**; otherwise, skip to **Step 8**.
 - Click **Next**.
- STEP 7.** At **Enter Case Number**, enter the case number in which the transcript is filed.
- Click **Next**.
- STEP 8.** Click Browse to select the appropriate PDF to attach.
- Click **Next**.

STEP 9. Confirm the case number and name are correct.

Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.