

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.** At **Are you filing an Amended Notice of Appeal?**, defaults to **No**.
- If not filing an Amended Notice of Appeal, continue with **STEP 7**.
 - If filing an Amended Notice of Appeal, change default to **Yes** and continue with **STEP 9**.
 - Click **Next**.
- STEP 7.** **Fee Certification question(s)** display.
- Respond to the question(s) as appropriate. (Defaults to **No**.)
 - Click **Next**.
- STEP 8.** 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 9. The attach the PDF document screen displays.

- Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 10. **Select the appropriate event(s) to which your event relates** screen displays.

- Click in the box next to the order/judgment being appealed.

- Click **Next**.

STEP 11. A case verification screen displays.

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

- Click **Next**.

STEP 12. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.

- Click **Next**.

STEP 13. The **Summary of current charges** window displays.

- Click **Pay Now** to pay all fees due to the court.

- Click **Continue Filing** to file another case or document.

STEP 14. The **Notice of Electronic Filing** screen displays.