

# 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**.
  - If the Transcript has been ordered, continue with **STEP 8**.
  - If the Transcript will not be ordered, continue with **STEP 9**.
  - Click **Next**.
- STEP 7.** At **Enter Case Number**, enter the case number in which the transcript is filed.
- Click **Next**.

**STEP 8.** A case verification screen displays.

- Confirm the case number and name are correct.
- Click **Next**.

**STEP 9.** Click Browse to select the appropriate PDF to attach.

- Click **Next**.

**STEP 10.** The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- Click **Next**.

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

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

**STEP 12.** The **Notice of Electronic Filing** screen displays.