

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – CM/ECF Screens

Following are pictures of the various screens in CM/ECF. **Every screen does not appear with each docket event. The structure of the docket event determines what screens appear.**

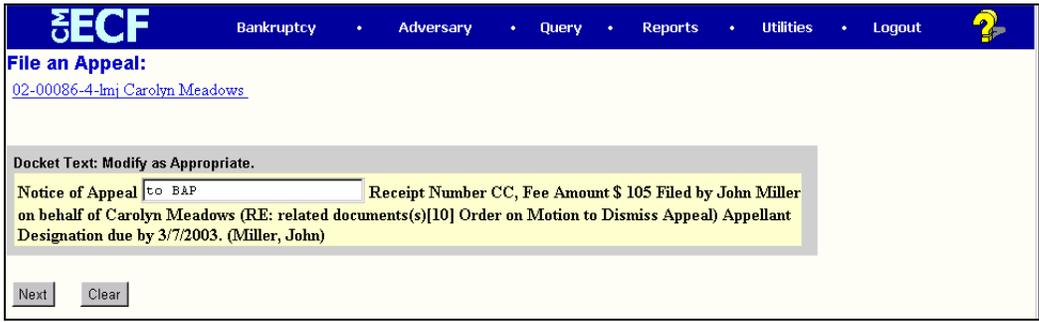
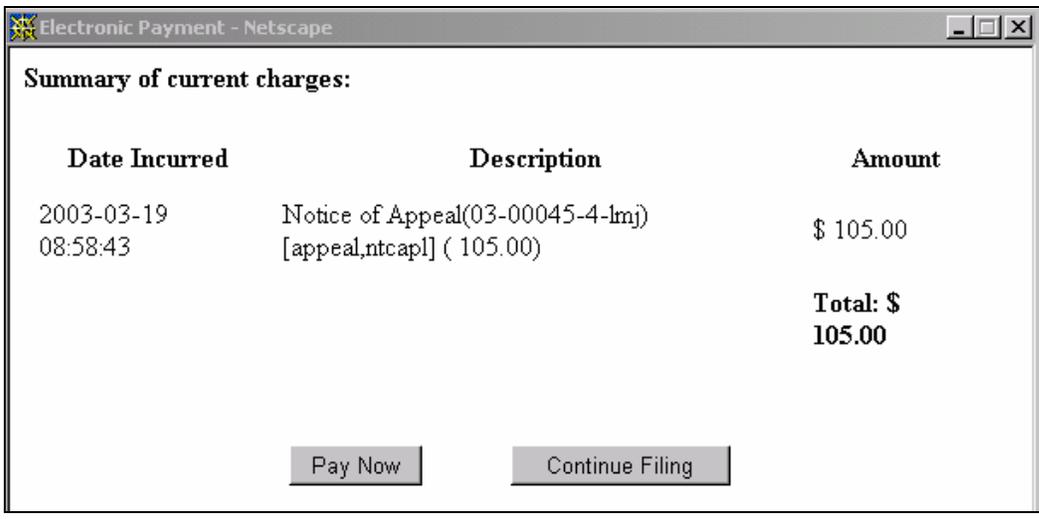
You can use the back button to return to any previous screen and make changes or revisions. Once you select the submit button with the final docket text screen you cannot alter the event.

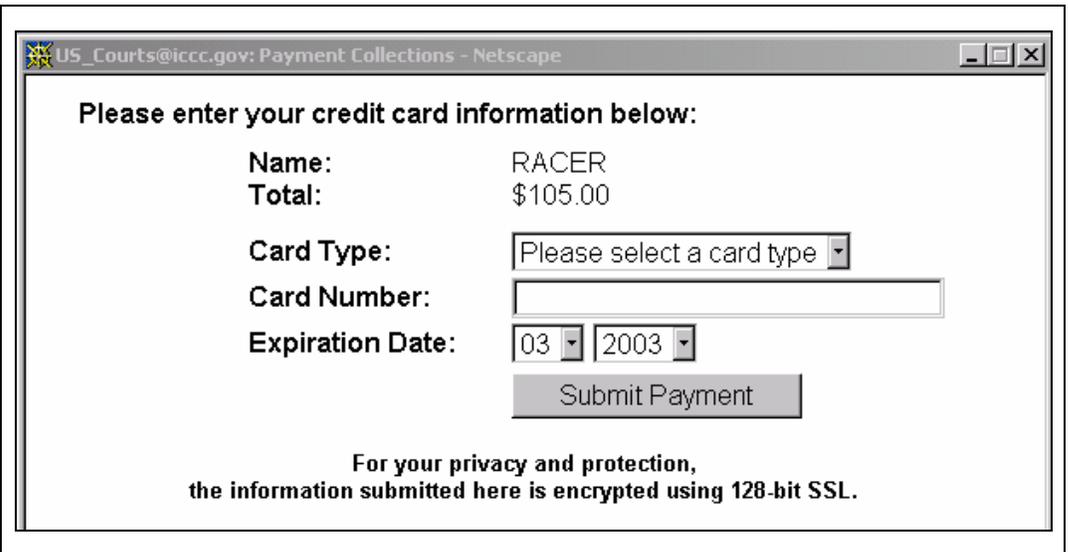
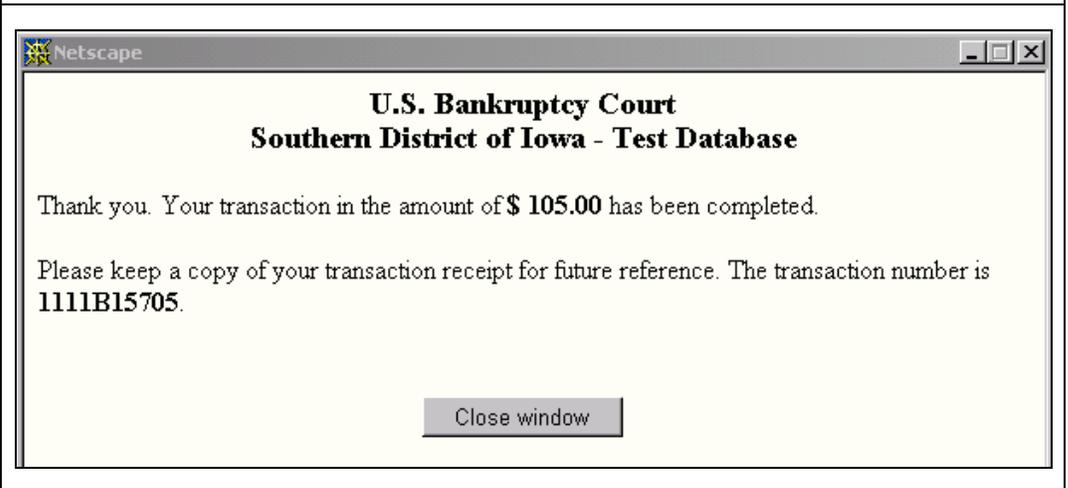
Case #	
Appeal Events	
Joint Filing with Another Attorney	

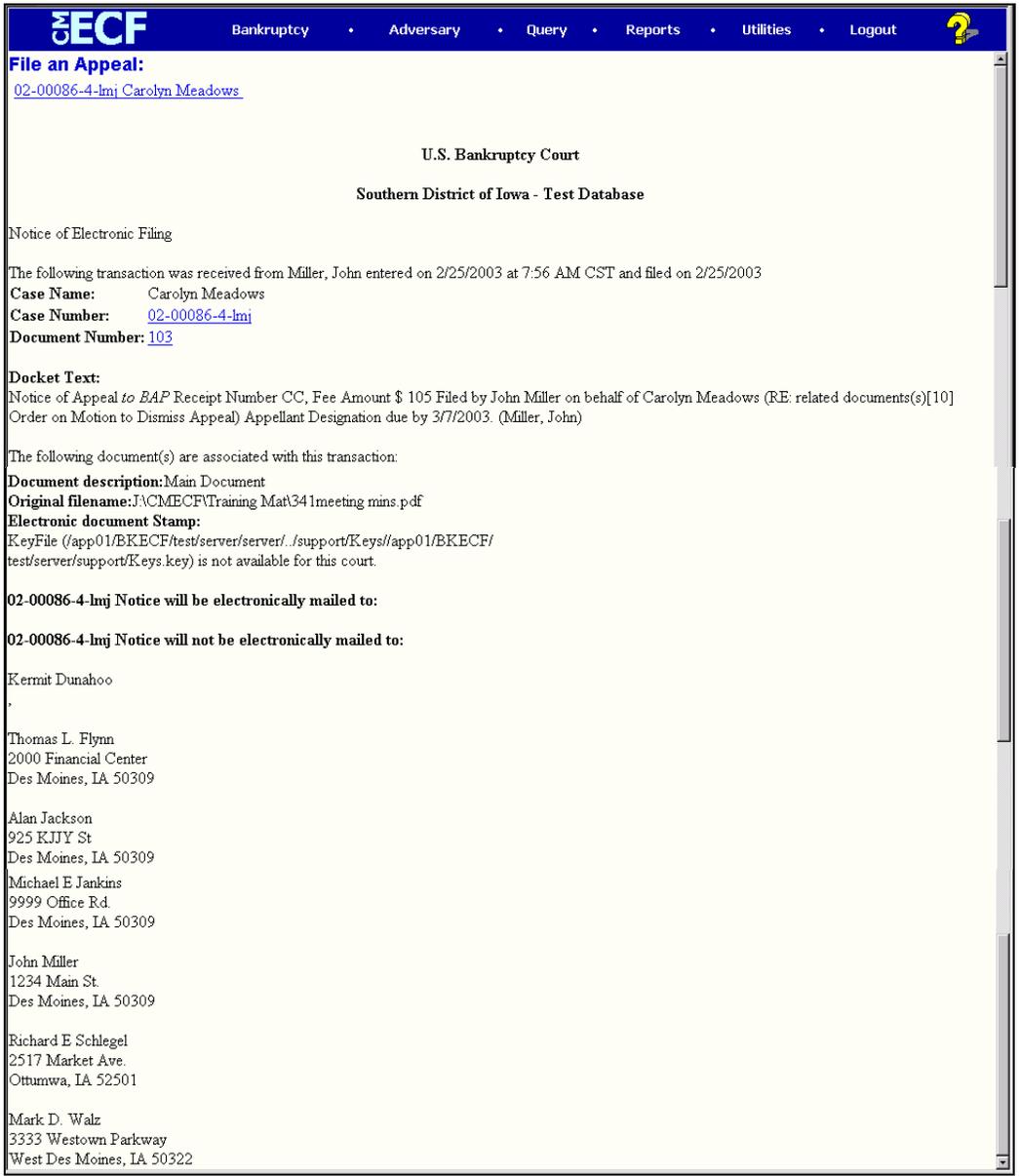
<p>Select Party</p>	 <p>The screenshot shows the CM/ECF interface for filing an appeal. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "File an Appeal:" followed by a case link "02-00086-4-lmj Carolyn Meadows". The main section is titled "Select the Party:" and contains a dropdown menu with the following options: Flynn, Thomas L. [Trustee], Meadows, Carolyn [Debtor], Snyder, James [U.S. Trustee], and Wells Fargo Home Mortgage, [Creditor]. To the right of the dropdown is a link "Add/Create New Party". At the bottom of the section are "Next" and "Clear" buttons.</p>
<p>Select PDF Document</p> <p>Review document before attaching to verify the correct document appears.</p>	 <p>This screenshot shows the next step in the "File an Appeal" process. It features the same navigation bar and case information as the previous screen. The main instruction is "Select the pdf document (for example: CA199cv501-21.pdf)". Below this is a "Filename" label and an empty text input field with a "Browse..." button to its right. Underneath, there is a radio button selection for "Attachments to Document:" with "No" selected and "Yes" as an option. At the bottom are "Next" and "Clear" buttons.</p>

<p>Create Schedule Records</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; padding: 2px;"> Bankruptcy • Adversary • Query • Reports • Utilities • Logout </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 20%;">Time</td><td></td></tr> <tr><td>Location</td><td></td></tr> <tr><td>Prompt</td><td></td></tr> <tr><td>Type</td><td>apltrans</td></tr> <tr><td>Date</td><td>5/22/2003</td></tr> <tr><td>Time</td><td></td></tr> <tr><td>Location</td><td></td></tr> <tr><td>Prompt</td><td></td></tr> </table> <p style="margin-top: 10px;">The following schedule records will be associated with the docket entries specified below.</p> <p>Select from the following docket entries those which the above schedule records should be associated with.</p> <p><input type="checkbox"/> Create Schedule record for current docket entry.</p> <p><input checked="" type="checkbox"/> 04/09/2003 61 Notice of Appeal <i>BAF</i> Receipt Number deferred, Fee Amount \$ 105 Filed by train20 on behalf of Anita L. Shodeen (RE: related documents(s)[35] Order on Motion For Relief From Stay) Appellant Designation due by 4/19/2003. (train20,)</p> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>	Time		Location		Prompt		Type	apltrans	Date	5/22/2003	Time		Location		Prompt	
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<p>Relate Event</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; padding: 2px;"> Bankruptcy • Adversary • Query • Reports • Utilities • Logout </div> <p style="color: #000080; margin-top: 5px;">File an Appeal:</p> <p style="color: #000080; margin-top: 5px;">02-00086-4-lmj Carolyn Meadows</p> <p style="margin-top: 10px;"><i>Select the appropriate event(s) to which your event relates:</i></p> <p><input type="checkbox"/> 11/21/2002 4 Order Granting Motion For Adequate Protection Signed on 11/21/2002. (Botts, Kris)</p> <p><input type="checkbox"/> 11/21/2002 10 Order Granting Motion to Dismiss Appeal (Related Doc # [9]) Signed on 11/21/2002. (Botts, Kris)</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p style="font-size: small;">Appellant Designation due date: 12/23/2002</p> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>																

<p>Enter Receipt Info</p> <p>Attorney Filer</p>	 
<p>Enter Receipt Info</p> <p>Trustee Filers</p> <p>Type in Deferred in Receipt # Box. Leave the filing fee amount as \$105.00.</p>	
<p>Enter Receipt Info</p> <p>USA Gov Filers</p>	<p>Filing fees are waived. You do not see the Fee Screen. (Type and group of USA on Maintain Your ECF Account screen.)</p>

<p>Review Docket Text</p> <p>Attorney Filer</p>	 <p>The screenshot shows the 'File an Appeal' interface. At the top is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is the case identifier '02-00086-4-lmj Carolyn Meadows'. A text area contains the docket text: 'Docket Text: Modify as Appropriate. Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[10] Order on Motion to Dismiss Appeal) Appellant Designation due by 3/7/2003. (Miller, John)'. There are 'Next' and 'Clear' buttons at the bottom.</p>									
<p>Submit or Backup</p>	 <p>This screenshot is similar to the previous one but shows the 'Final Text' stage. The docket text is: 'Docket Text: Final Text Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[10] Order on Motion to Dismiss Appeal) Appellant Designation due by 3/7/2003. (Miller, John)'. A red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' 'Next' and 'Clear' buttons are present.</p>									
<p>Summary of Charges</p> <p>Attorney Filer</p>	 <p>The screenshot shows a Netscape browser window titled 'Electronic Payment - Netscape'. It displays a 'Summary of current charges:' table:</p> <table border="1"> <thead> <tr> <th>Date Incurred</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2003-03-19 08:58:43</td> <td>Notice of Appeal(03-00045-4-lmj) [appeal,ntcap] (105.00)</td> <td>\$ 105.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: \$</td> <td>105.00</td> </tr> </tbody> </table> <p>At the bottom of the window are two buttons: 'Pay Now' and 'Continue Filing'.</p>	Date Incurred	Description	Amount	2003-03-19 08:58:43	Notice of Appeal(03-00045-4-lmj) [appeal,ntcap] (105.00)	\$ 105.00	Total: \$		105.00
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<p>Credit Card Info</p> <p>Attorney Filer</p>	
<p>Credit Card Trans</p> <p>Attorney Filer</p>	

<p>Review Notice of Electronic Filing</p>	 <p>The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "File an Appeal:" with a link to "02-00086-4-lmj Carolyn Meadows". The main content area is titled "U.S. Bankruptcy Court Southern District of Iowa - Test Database". It displays a "Notice of Electronic Filing" for a transaction received from Miller, John on 2/25/2003. The case name is Carolyn Meadows, case number is 02-00086-4-lmj, and document number is 103. The docket text describes a Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105, filed by John Miller on behalf of Carolyn Meadows. It also lists associated documents, including a training meeting minutes PDF. At the bottom, there are lists of individuals who will and will not be electronically mailed to, including Kermit Dunahoo, Thomas L. Flynn, Alan Jackson, Michael E. Jankins, John Miller, Richard E. Schlegel, and Mark D. Walz.</p>
	<p>○</p>