

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

Docket
Notice of Appeal
 (Use for Appeal to BAP or District Court)

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Notice of Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document
STEP 8	Relate to matter being appealed
STEP 9	Attorney Filer: Are you paying via the Internet [y or n]? – y Trustee Filer – Type in Deferred in Receipt # box. Leave Fee amount at default USA Filer – Fee screen does not appear
STEP 10	Complete Show Text Box with: to BAP or to District Court
STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Back up if changes required



STEP 14	Attorney Filer – Summary of Charges; Pay Now or Continue Filing Trustee Filer – Summary of Charges screen does not appear USA Filer – Summary of Charges screen does not appear
STEP 15	Attorney Filer – Enter Credit Card Type, Number and Expiration Date Trustee Filer – Credit Card screen does not appear USA Filer – Credit Card screen does not appear
STEP 16	Attorney Filer – Transaction receipt verification Trustee Filer – Screen does not appear USA Filer – Screen does not appear
STEP 17	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

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)

- The court serves the Notice of Appeal on all parties listed in the Notice of Appeal and the Panel Trustee and United States Trustee.
- All Appeals are forwarded to BAP unless you file a separate Election to U.S. District Court.

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