

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Motion to Extend Time to File an Appeal

Docket**Motion to Extend Time to File an Appeal**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Extend Time to File an 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 (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Order to Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT**Docket Text: Final Text**

Motion to Extend Time to File an Appeal Filed by train01 on behalf of Allison Hanson (RE: related documents(s)[35] Order on Motion For Relief From Stay) (train01,)

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