

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing New Cases</b>
	Section  <b>Appeals – Motion for Leave to Appeal</b>

**The Motion for Leave to Appeal must be accompanied by a Notice of Appeal.**  
**Refer to Chapter: Processing New Cases, Section: Appeals – Notice of Appeal.**

**Docket**

**Motion for Leave to Appeal**

<b>STEP 1</b>	Select Bankruptcy or Adversary
<b>STEP 2</b>	Select Appeal
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Leave to Appeal
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	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.)
<b>STEP 8</b>	Relate to Notice of Appeal
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Motion for Leave to Appeal Filed by train01 on behalf of Carolyn Meadows (RE: related documents(s)[105] Notice of Appeal filed by Creditor Internal Revenue Service) Responses due by 6/9/2003. Transmission of Designation Due by 6/29/2003. (train01, )**

The court transmits the Notice of Appeal and Motion for Leave to Appeal to BAP or District Court.

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