

**APPELLEE’S DESIGNATION OF RECORD - COUNTER DESIGNATION**

This event is used to file the Appellee’s Designation of Record - Counter Designation or an Amended/Supplemental Appellee’s Designation of Record ONLY. If you are filing the *Appellant’s* Designation of Record please use the *Designation of Record* event.

**NOTE:** If the Statement of Issues is filed with the Designation of Record, it must be uploaded and filed as one document.

**CAUTION:** Upload the Designation (and Statement of Issues, if applicable) ONLY. **DO NOT** upload copies of items designated. The filer must immediately provide the court with a hard copy of the designated items - clearly marked as such.

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- STEP 1** Choose **Bankruptcy** or **Adversary** from main menu
  - STEP 2** Choose **Appeal** category
  - STEP 3** Enter case number; click [NEXT]
  - STEP 4** Select **Appellee’s Designation of Record - Counter Designation** from drop down list; click [NEXT]
  - STEP 5** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
  - STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
  - STEP 7** Upload PDF file, click [NEXT]
    - ☛ *TIP - The document that is uploaded should contain the Appellee’s Designation of Record (and the Statement of Issues, if applicable) ONLY - DO NOT upload copies of the designated items as attachments.*
  - STEP 8** Select the event to which this event relates; click [NEXT]
    - ☛ *TIP - Be sure to choose the **Notice of Appeal**. The Counter-Designation*

*must not be “linked” to the Appellant’s designation.*

**STEP 9** Docket text appears; select applicable prefix, if any: e.g. *Amended*; review for accuracy; click [NEXT]

- ☛ *TIP - Other than the selection of a prefix, text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

**Appellee's Designation of Record (related document:) Filed by Test Attorney on behalf of Test Client**

**STEP 11** Final docket text appears; click [NEXT] to submit

- ☛ *TIP - This is last opportunity to change information or abort transaction.*

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