

DESIGNATION OF RECORD

This event is used to file the Appellant's Designation of Record or an Amended/Supplemental Appellant's Designation of Record. If you are filing the Appellee's designation of additional items please use the *Appellee's Designation of Record - Counter Designation* 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 **Designation of Record** 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 Designation of Record (and the Statement of Issues, if applicable) ONLY - DO NOT upload copies of the designated items as attachments.*
- STEP 8** Place a check in the box next to the related document. The deadline for transmission of the record to District Court appears automatically; click [NEXT]

STEP 9 Place a check in the box next to the **Appellant Designation Due** deadline; click [NEXT]

STEP 10 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

Designation of Record On Appeal Filed by Test Attorney on behalf of Test Client (related document(s)[8]). Transmission of Record due 8/13/2001.

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.