

CREATING AN APPENDIX
AND DOCKETING AN
APPELLANT/APPELLEE
DESIGNATION

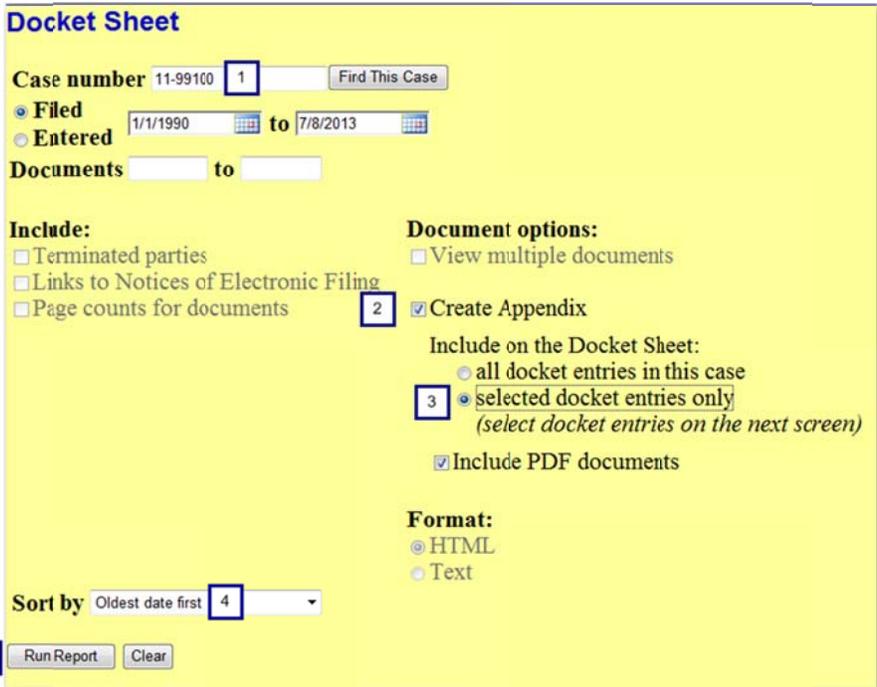
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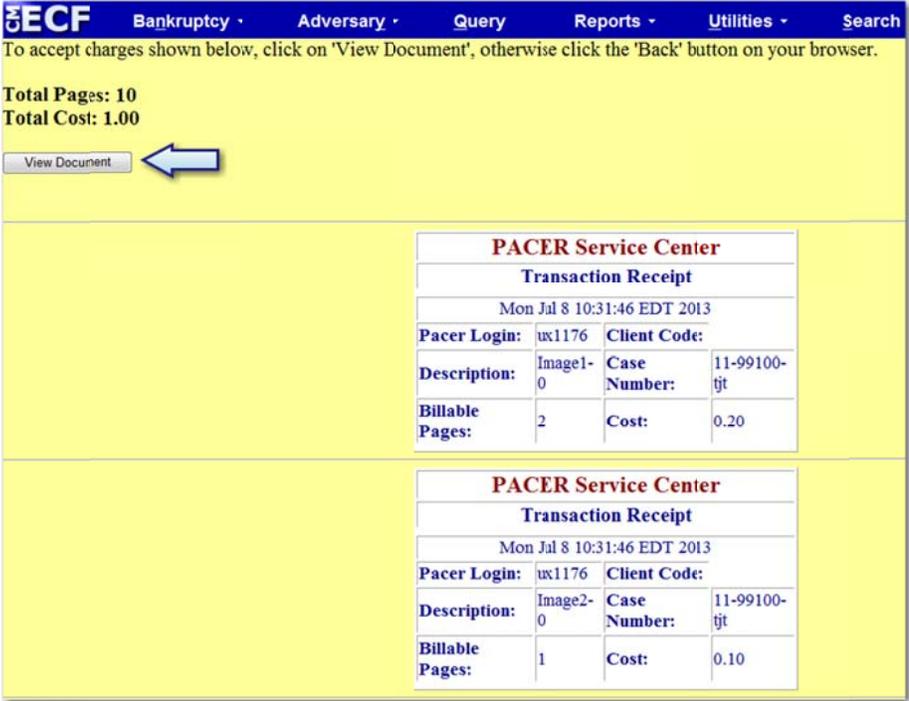
“HOW TO” SECTION

Create an Appendix

Step	Action
1	<p>Click or hover on Reports on the CM/ECF blue menu bar.</p> 
2	<p>Select Docket Report from the all general reports section.</p> 
3	<p>Type in your PACER login and password and click [Login].</p> 

Step	Action
4	<p>This step has multiple parts;</p> <ol style="list-style-type: none"> 1. Type in the case number using the “yy-nnnnn” format. 2. Check box to Create Appendix. 3. Select the “selected docket entries only” radio button. <i>Note: This option defaults to the “all docket entries in this case” radio button, if all docket entries are being selected use this option, leave radio button at default.</i> 4. Make sure “Sort by” is set to oldest date first. 5. Click [Run Report].  <p>Docket Sheet</p> <p>Case number 11-99100 1 Find This Case</p> <p><input checked="" type="radio"/> Filed 1/1/1990 to 7/8/2013 <input type="radio"/> Entered</p> <p>Documents to</p> <p>Include: <input type="checkbox"/> Terminated parties <input type="checkbox"/> Links to Notices of Electronic Filing <input type="checkbox"/> Page counts for documents</p> <p>Document options: <input type="checkbox"/> View multiple documents <input checked="" type="checkbox"/> 2 Create Appendix</p> <p>Include on the Docket Sheet: <input type="radio"/> all docket entries in this case <input checked="" type="radio"/> 3 selected docket entries only <i>(select docket entries on the next screen)</i> <input checked="" type="checkbox"/> Include PDF documents</p> <p>Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Sort by Oldest date first 4</p> <p>5 Run Report Clear</p>

Step	Action																																										
5	<p data-bbox="516 254 1365 321">Check the box for each docket entry to include in the docket sheet; any documents associated with those entries will be appended.</p> <div data-bbox="646 373 1312 730" style="border: 1px solid black; padding: 5px;"> <p data-bbox="646 384 1271 415">**** Check the box for each docket entry to include in the Docket Sheet; any documents associated with those entries will be appended.</p> <table border="1" data-bbox="646 426 1312 730"> <thead> <tr> <th>Filing Date</th> <th>#</th> <th>clear</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>09/05/2006</td> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Chapter 13 Voluntary Petition : Fee Amount \$274. Filed by Joe Kopper Jr. (attorney, one)(Entered: 09/05/2006)</td> </tr> <tr> <td>09/05/2006</td> <td>2</td> <td><input type="checkbox"/></td> <td>Bankruptcy Petition Cover Sheet Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)</td> </tr> <tr> <td>09/05/2006</td> <td>3</td> <td><input type="checkbox"/></td> <td>Statement of Social Security Number Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)</td> </tr> <tr> <td>09/05/2006</td> <td>4</td> <td><input type="checkbox"/></td> <td>Certificate of Budgetand Credit Counseling Course Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)</td> </tr> <tr> <td>09/05/2006</td> <td>5</td> <td><input type="checkbox"/></td> <td>Chapter 13 Plan <i>withworksheet</i> Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)</td> </tr> <tr> <td>09/05/2006</td> <td>6</td> <td><input checked="" type="checkbox"/></td> <td>Application for Compensation for one attorney, Debtor's Attorney, Period: 10/1/2005 to 11/30/2005, Fee: \$1500.00, Expenses:\$250.00. 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(Entered: 07/06/2011)</td> </tr> </tbody> </table> </div> <p data-bbox="516 789 1094 816"><u>Do not include the following in the designation;</u></p> <ul data-bbox="565 835 1333 989" style="list-style-type: none"> • Judgment/Order being appealed • Notice of Appeal • Digital Audio Docket Entries, and • Trial Exhibits (Wait for instructions from District Court Judge) <p data-bbox="646 1045 1230 1073">Note: There is a 5mb size limit for this document.</p> <table border="1" data-bbox="516 1104 1430 1896"> <thead> <tr> <th data-bbox="516 1104 716 1157">If...</th> <th data-bbox="719 1104 1430 1157">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 1161 716 1528">The selected entries do not exceed the 5mb total size limit.</td> <td data-bbox="719 1161 1430 1528"> <p data-bbox="727 1171 1390 1262">Click [View Selected]. Clicking [View Selected] displays a PDF file with all the documents that are associated with the selected entries.</p> <div data-bbox="732 1314 1252 1472" style="border: 1px solid gray; padding: 10px; background-color: #ffffcc;"> <p data-bbox="760 1356 1206 1409">Footer format: <pagenum> (Numbers, letters, spaces, and <pagenum> only)</p> <p data-bbox="751 1440 849 1461">View Selected</p>  </div> </td> </tr> <tr> <td data-bbox="516 1533 716 1896">The selected entries exceed the 5mb total size limit.</td> <td data-bbox="719 1533 1430 1896"> <p data-bbox="727 1543 1406 1633">The [View Selected] button is disabled and a message "The documents you have selected exceed the 5 MB total size limit" will appear.</p> <p data-bbox="727 1644 1417 1770">Deselect items until you are within the 5mb total size limit. Once completed, click [View Selected]. 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6	<p>Click [View Document] to review and save the document.</p>  <p>ECF Bankruptcy · Adversary · Query Reports · Utilities · Search</p> <p>To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser.</p> <p>Total Pages: 10 Total Cost: 1.00</p> <p>View Document </p> <table border="1" data-bbox="930 569 1312 789"> <thead> <tr> <th colspan="4">PACER Service Center</th> </tr> <tr> <th colspan="4">Transaction Receipt</th> </tr> <tr> <td colspan="4">Mon Jul 8 10:31:46 EDT 2013</td> </tr> </thead> <tbody> <tr> <td>Pacer Login:</td> <td>ux1176</td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>Image1-0</td> <td>Case Number:</td> <td>11-99100-tjt</td> </tr> <tr> <td>Billable Pages:</td> <td>2</td> <td>Cost:</td> <td>0.20</td> </tr> </tbody> </table> <table border="1" data-bbox="930 804 1312 1024"> <thead> <tr> <th colspan="4">PACER Service Center</th> </tr> <tr> <th colspan="4">Transaction Receipt</th> </tr> <tr> <td colspan="4">Mon Jul 8 10:31:46 EDT 2013</td> </tr> </thead> <tbody> <tr> <td>Pacer Login:</td> <td>ux1176</td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>Image2-0</td> <td>Case Number:</td> <td>11-99100-tjt</td> </tr> <tr> <td>Billable Pages:</td> <td>1</td> <td>Cost:</td> <td>0.10</td> </tr> </tbody> </table>	PACER Service Center				Transaction Receipt				Mon Jul 8 10:31:46 EDT 2013				Pacer Login:	ux1176	Client Code:		Description:	Image1-0	Case Number:	11-99100-tjt	Billable Pages:	2	Cost:	0.20	PACER Service Center				Transaction Receipt				Mon Jul 8 10:31:46 EDT 2013				Pacer Login:	ux1176	Client Code:		Description:	Image2-0	Case Number:	11-99100-tjt	Billable Pages:	1	Cost:	0.10
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7	<p>The combined pdf document with all your selections will display. Click to save the pdf. Each document within the file is a separate PDF.</p> <p><i>Note: If you deselected items to fit the PDF with the 5mb total size limit in the previous step, consider saving this document as Appendix Part 1 or Part A. So when following these steps again to create a second appendix it can be saved as Part 2 or Part B.</i></p> <p>To save file:</p> <ul style="list-style-type: none"> ➤ Click File ➤ Click Save As... ➤ Select where you want to save the file and name your file. ➤ Click Save 																																																
8	<p>This document will be used as an attachment when docketing the Appellant or Appellee Designation.</p>																																																

Docket an Appellant Designation

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION**

In re
 Debtor(s) / **HON. STEVEN W. RHODES**

APPELLANT'S DESIGNATION OF ITEMS TO BE INCLUDED IN THE RECORD ON APPEAL

Appellant, _____, through her counsel, _____, and pursuant to Federal Rule of Bankruptcy Procedure 8006, hereby designates the following items to be included in the record of appeal:

Item #	Docket #	Title
1	1	Voluntary petition and Schedules filed by Debtor in Bankruptcy Case No. _____
2		Chapter 7 Trustee's initial Report & First Meeting Held 12/21/2011
3		Transcript of 341 Hearing held on 12/21/2011 (Attached hereto as Exhibit A)
4	23	Certificate/Notice of Appointment Successor Trustee
5	34	Cover Sheet for Amendments to Schedules and or Statements Re: Schedule B, Schedule C
6	38	Objections to Debtor's Amended Claim of Exemptions filed by Trustee K. Jin Lim
7	39	Debtor's Reply to: Objection to Debtor's Amended Claim of Exemptions filed by Trustee K. Jin Lim

Rule	Federal Rule 8006
Form	N/A
Fee	N/A
Helpful Hints	<ul style="list-style-type: none"> • Must be filed within 14 days after the Bankruptcy Court files the Notice of Requirement to File Designation. • Designation must list the docket entry number and the title of the pleading. • If the pleading or exhibit is not part of the court's docket, include in the list of designated items but note it will be given to District Court Judge upon request. • If a transcript has been ordered, list transcript request and docket entry number on the designation. • Before docketing this event, "Create an Appendix" of the designation of items. See instructions in this section.
	<i>Bankruptcy or Adversary > Appeal > Appellant Designation</i>

STEP	ACTION
1	Click or Hover on Bankruptcy or Adversary on the CM/ECF blue menu bar.
2	Select Appeal from the list of Bankruptcy or Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Appellant Designation” from the list of available events and click [Next].
5	Leave box unchecked (default) at the joint filing screen and click [Next].
6	<p>Select the party filer and click [Next].</p> <p><i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i></p>
7	<p>This step has two parts;</p> <ol style="list-style-type: none"> 1. Associate the Appellant Designation pdf. (See separate instructions) 2. Select the “Yes” radio button for attaching the Appendix pdf to document (see separate instructions on adding an attachment). <p><i>Note: See instructions on how to create an appendix, this document will be the attachment.</i></p>
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	<p>Modify docket text screen displays. If applicable, select an option from the drop down menu and/or add text in the box provided and click [Next].</p> <p><i>Note: It is not mandatory to modify text. There is no spell check and whatever is selected from the drop down menu or typed in the field will come out italicized on the docket.</i></p>

STEP	ACTION
10	<p data-bbox="516 254 1365 321">Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next].</p> <p data-bbox="597 380 1422 478"><i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the docketing process over.</i></p>
11	<p data-bbox="516 537 1341 569">The NEF (Notice of Electronic Filing) displays. Transaction completed.</p>

STEP	ACTION
1	Click or Hover on Bankruptcy or Adversary on the CM/ECF blue menu bar.
2	Select Appeal from the list of Bankruptcy or Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Appellant Designation” from the list of available events and click [Next].
5	Leave box unchecked (default) at the joint filing screen and click [Next].
6	<p>Select the party filer and click [Next].</p> <p><i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i></p>
7	<p>This step has two parts;</p> <ol style="list-style-type: none"> 1. Associate the Supplemental Designation pdf. (See separate instructions) 2. Select the “Yes” radio button for attaching the Supplemental Appendix to document (see separate instructions on adding an attachment). <p><i>Note: See instructions on how to create an appendix, this document will be the attachment.</i></p>
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	<p>Modify docket text screen displays. Select “Supplemental” from the drop down menu and/or add text in the box provided (if applicable) and click [Next].</p> <p><i>Note: There is no spell check and whatever is selected from the drop down menu or typed in the field will come out italicized on the docket.</i></p>

Docket a Supplemental Appellant/Appellee Designation

Rule	Federal Rule 8006
Form	N/A
Fee	N/A
Helpful Hints	<ul style="list-style-type: none">• When the transcript is filed on the docket.• Designation must list the docket entry number and the title of the pleading.• If the pleading or exhibit is not part of the court’s docket, include in the list of designated items but note it will be given to District Court Judge upon request.• Before docketing this event, “Create an Appendix” of the supplemental items to be designated. See instructions in this section. <p><i>Note: Do not create an appendix of all the items; just list the additional items that are being designated.</i></p>
	<i>Bankruptcy or Adversary > Appeal > Appellant Designation</i>

STEP	ACTION
1	Click or Hover on Bankruptcy or Adversary on the CM/ECF blue menu bar.
2	Select Appeal from the list of Bankruptcy or Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Appellant Designation” from the list of available events and click [Next].
5	Leave box unchecked (default) at the joint filing screen and click [Next].
6	<p>Select the party filer and click [Next].</p> <p><i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i></p>
7	<p>This step has two parts;</p> <ol style="list-style-type: none"> 1. Associate the Supplemental Designation pdf. (See separate instructions) 2. Select the “Yes” radio button for attaching the Supplemental Appendix to document (see separate instructions on adding an attachment). <p><i>Note: See instructions on how to create an appendix, this document will be the attachment.</i></p>
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	<p>Modify docket text screen displays. Select “Supplemental” from the drop down menu and/or add text in the box provided (if applicable) and click [Next].</p> <p><i>Note: There is no spell check and whatever is selected from the drop down menu or typed in the field will come out italicized on the docket.</i></p>

STEP	ACTION
10	<p data-bbox="516 258 1365 321">Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next].</p> <p data-bbox="597 380 1422 478"><i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the docketing process over.</i></p>
11	<p data-bbox="516 539 1341 569">The NEF (Notice of Electronic Filing) displays. Transaction completed.</p>

Docket a Statement of Issues on Appeal

Rule	Federal Rule 8006
Form	N/A
Fee	N/A
Helpful Hints	<ul style="list-style-type: none">• Can be filed as one document with the Appellant/Appellee designation or as a separate docket entry.• Link to Appellant or Appellee Designation
	Bankruptcy or Adversary > Appeal > Statement of Issues on Appeal

STEP	ACTION
1	Click or Hover on Bankruptcy or Adversary on the CM/ECF blue menu bar.
2	Select Appeal from the list of Bankruptcy or Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Statement of Issues on Appeal” from the list of available events and click [Next].
5	Leave box unchecked (default) at the joint filing screen and click [Next].
6	Select the party filer and click [Next]. <i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i>
7	Associate the pdf, add attachments if necessary and click [Next]. See separate instructions in the miscellaneous section for browsing for pdfs and adding attachments.

STEP	ACTION
8	Check the box to refer to existing event(s) and click [Next].
9	<p>Select the category (appeal) to which your event relates to and click [Next].</p> <p><i>Note: You can narrow your search results by selecting a filed date range or document number range.</i></p>
10	Check the box of the applicable event (Appellant or Appellee Designation) and click [Next].
11	<p>Modify docket text screen displays. If applicable, add text in the box provided and click [Next].</p> <p><i>Note: It is not mandatory to modify text. There is no spell check and whatever is selected from the drop down menu or typed in the field will come out italicized on the docket.</i></p>
12	<p>Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next].</p> <p><i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the docketing process over.</i></p>
13	The NEF (Notice of Electronic Filing) displays. Transaction completed.

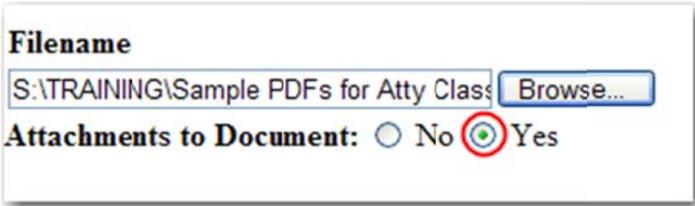
MISCELLANEOUS SECTION

Browse for PDF

When opening a case or docketing a pleading to a case you will be prompted to browse and upload the pdf that applies to the entry.

STEP	ACTION
1	Click [Browse] in CM/ECF.
2	Select the location where your pdf is saved.
3	<p>Right click and open up your document to make sure you are uploading the correct document.</p> <p><i>Note: Make sure you have selected the correct document before associating to docket entry.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p>
4	Close out the document and left click [Open] from the choose file window. The document will populate the filename field in CM/ECF.

Add Attachments

STEP	ACTION						
1	<p>Select the “Yes” radio button after browsing and associating your main document and click [Next].</p> 						
2	<p>This is a three part process; when completed click [Next].</p> <table border="1" data-bbox="516 825 1445 1734"> <tbody> <tr> <td data-bbox="516 825 680 1308">Part 1</td> <td data-bbox="680 825 1445 1308"> <p>Browse for PDF</p> <ul style="list-style-type: none"> Click [Browse] in CM/ECF. Select the location where your pdf is saved. Right click and open up your document to make sure you are uploading the correct document. <p><i>Note: Make sure the document is what it is, filed in the right case, signed and etc.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p> <ul style="list-style-type: none"> Close out the document and left click [Open] from the choose file window. </td> </tr> <tr> <td data-bbox="516 1308 680 1392">Part 2</td> <td data-bbox="680 1308 1445 1392"> <p>Select a Category and/or Description</p> </td> </tr> <tr> <td data-bbox="516 1392 680 1734">Part 3</td> <td data-bbox="680 1392 1445 1734"> <p>Click [Add to List]</p> <p><i>Note: If you have multiple attachments, repeat steps, do not click [Next] until you have added all of your attachments.</i></p> <p><i>Note: If you made a mistake and added the wrong attachment to the list; highlight the item from the list and click [Remove from List].</i></p> </td> </tr> </tbody> </table>	Part 1	<p>Browse for PDF</p> <ul style="list-style-type: none"> Click [Browse] in CM/ECF. Select the location where your pdf is saved. Right click and open up your document to make sure you are uploading the correct document. <p><i>Note: Make sure the document is what it is, filed in the right case, signed and etc.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p> <ul style="list-style-type: none"> Close out the document and left click [Open] from the choose file window. 	Part 2	<p>Select a Category and/or Description</p>	Part 3	<p>Click [Add to List]</p> <p><i>Note: If you have multiple attachments, repeat steps, do not click [Next] until you have added all of your attachments.</i></p> <p><i>Note: If you made a mistake and added the wrong attachment to the list; highlight the item from the list and click [Remove from List].</i></p>
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