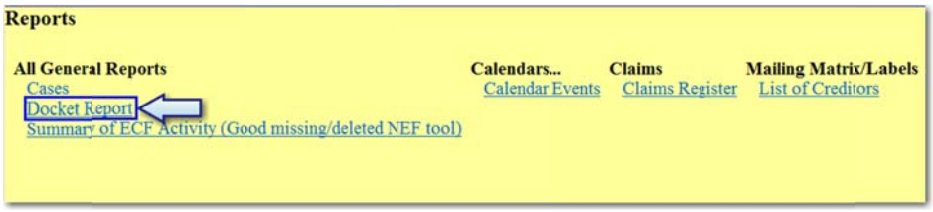
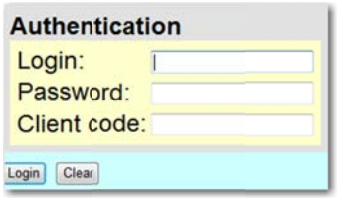
CREATING AN APPENDIX AND DOCKETING AN APPELLANT/APPELLEE DESIGNATION

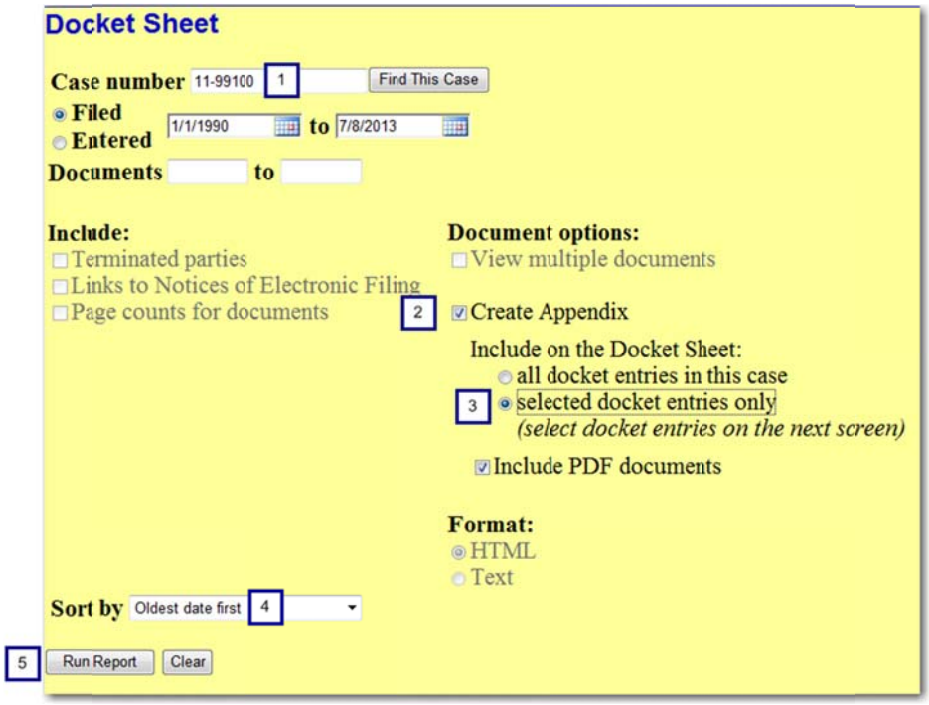
TABLE OF CONTENTS

TABLE OF CONTENTS 1
"HOW TO" SECTION 2
Create an Appendix 2
Docket an Appellant Designation 6
Docket an Appellee Designation 9
Docket a Supplemental Appellant/Appellee Designation 11
Docket a Statement of Issues on Appeal 14
MISCELLANEOUS SECTION 16
Browse for PDF 16
Add Attachments 17

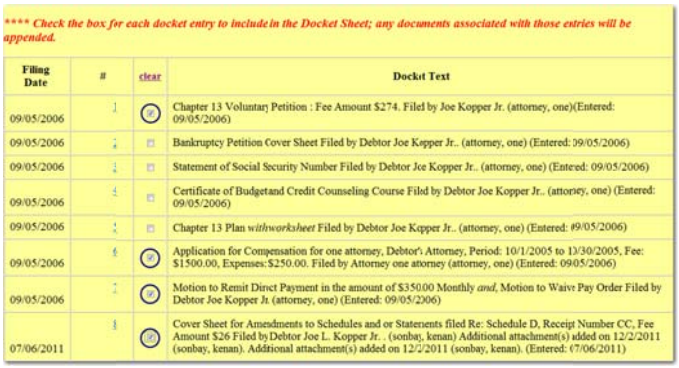
“HOW TO” SECTION

Create an Appendix

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

Step	Action
4	This step has multiple parts; 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. ***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.* 4. Make sure “Sort by” is set to oldest date first. 5. Click [Run Report]. 

Step	Action
5	Check the box for each docket entry to include in the docket sheet; any documents associated with those entries will be appended.



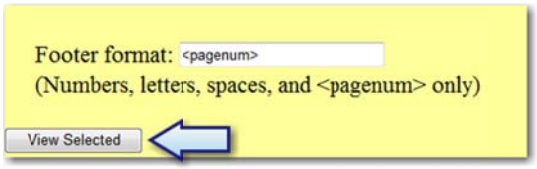
***** Check the box for each docket entry to include in the Docket Sheet; any documents associated with those entries will be appended.*

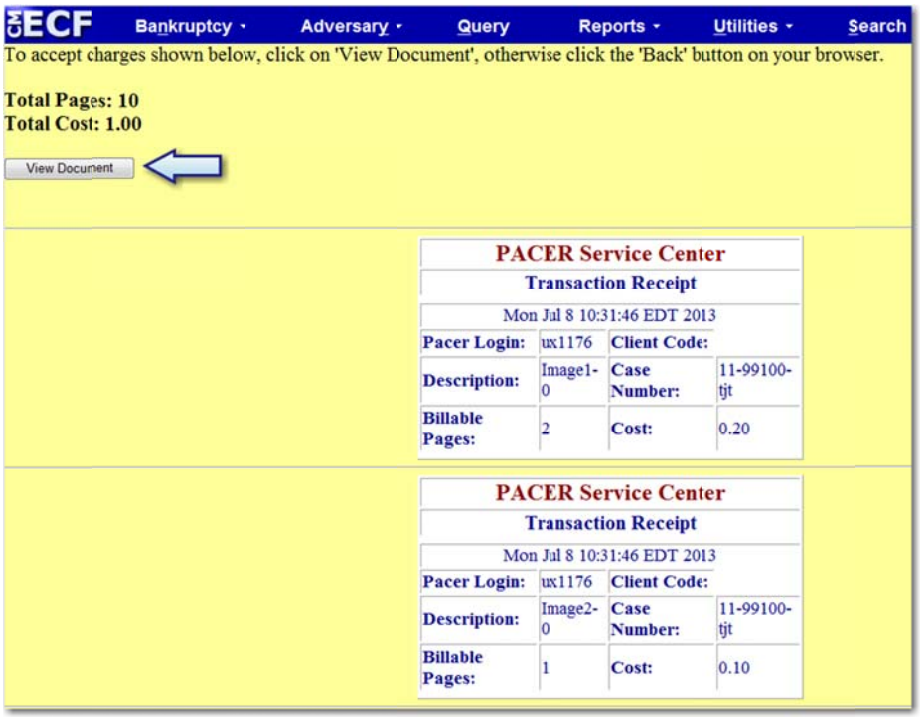
Filing Date	#	clear	Docket Text
09/05/2006	1		Chapter 13 Voluntary Petition : Fee Amount $274. Filed by Joe Kopper Jr. (attorney, one)(Entered: 09/05/2006)
09/05/2006	2		Bankruptcy Petition Cover Sheet Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)
09/05/2006	3		Statement of Social Security Number Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)
09/05/2006	4		Certificate of Budgetand Credit Counseling Course Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)
09/05/2006	5		Chapter 13 Plan *withworksheet* Filed by Debtor Joe Kopper Jr.. (attorney, one) (Entered: 09/05/2006)
09/05/2006	6		Application for Compensation for one attorney, Debtor's Attorney, Period: 10/1/2005 to 10/30/2005, Fee: $1500.00, Expenses:$250.00. Filed by Attorney one attorney (attorney, one) (Entered: 09/05/2006)
09/05/2006	7		Motion to Remit Direct Payment in the amount of $350.00 Monthly *and*, Motion to Waive Pay Order Filed by Debtor Joe Kopper Jr. (attorney, one) (Entered: 09/05/2006)
07/06/2011	8		Cover Sheet for Amendments to Schedules and or Statements filed Re: Schedule D, Receipt Number CC, Fee Amount $26 Filed by Debtor Joe L. Kopper Jr.. (sonbay, kenan) Additional attachment(s) added on 12/2/2011 (sonbay, kenan). Additional attachment(s) added on 12/2/2011 (sonbay, kenan). (Entered: 07/06/2011)

<u>Do not include the following in the designation;</u>

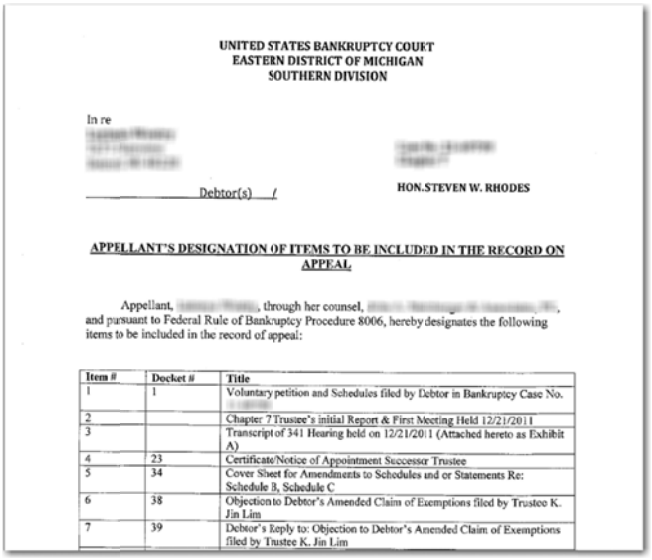
- *Judgment/Order being appealed*
- *Notice of Appeal*
- *Digital Audio Docket Entries, and*
- *Trial Exhibits (Wait for instructions from District Court Judge)*

Note: *There is a 5mb size limit for this document.*

If…	Then…
The selected entries do not exceed the 5mb total size limit.	Click [View Selected]. Clicking [View Selected] displays a PDF file with all the documents that are associated with the selected entries. 
The selected entries exceed the 5mb total size limit.	The [View Selected] button is disabled and a message "The documents you have selected exceed the 5 MB total size limit" will appear. Deselect items until you are within the 5mb total size limit. Once completed, click [View Selected]. Clicking [View Selected] displays a PDF file with all the documents that are associated with the selected entries. ***Note:*** *Repeat from step 1 to create a supplemental appendix.*

Step	Action
6	Click [View Document] to review and save the document. 
7	The combined pdf document with all your selections will display. Click to save the pdf. Each document within the file is a separate PDF. ***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.* **<u>To save file:</u>** ➢ Click File ➢ Click Save As… ➢ Select where you want to save the file and name your file. ➢ Click Save
8	This document will be used as an attachment when docketing the Appellant or Appellee Designation.

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:

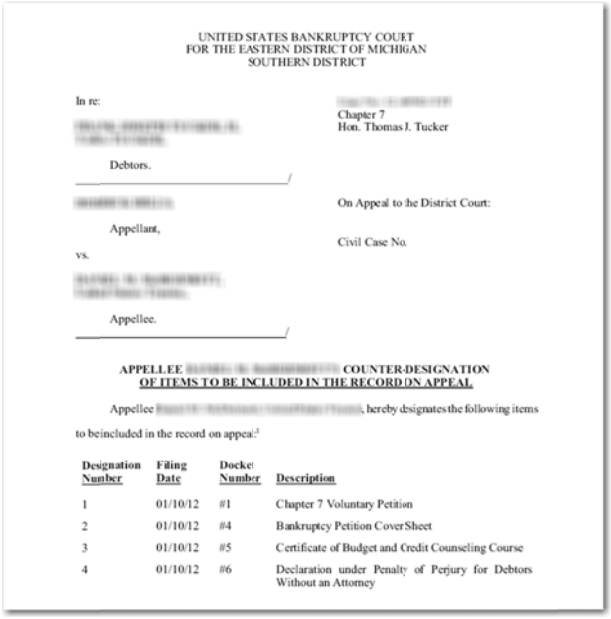
Item #	Docket #	Title
1	1	Voluntary petition and Schedules filed by Debtor in Bankruptcy Case No.
2		Chapter 7 Trustee's initial Report & First Meeting Held 12/21/2011
3		Transcript of 341 Hearing held on 12/21/2011 (Attached hereto as Exhibit A)
4	23	Certificate/Notice of Appointment Successor Trustee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

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	Select the party filer and click [Next]. ***Note**: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.*
7	This step has two parts; 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). ***Note**: See instructions on how to create an appendix, this document will be the attachment.*
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	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]. ***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.*

STEP	ACTION
10	Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next]. ***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.*
11	The NEF (Notice of Electronic Filing) displays. Transaction completed.

Docket an Appellee Designation



UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
SOUTHERN DISTRICT

In re:

Debtors.

Chapter 7
Hon. Thomas J. Tucker

Appellant,

vs.

Appellee.

On Appeal to the District Court:

Civil Case No.

APPELLEE COUNTER-DESIGNATION
OF ITEMS TO BE INCLUDED IN THE RECORD ON APPEAL

Appellee , hereby designates the following items to be included in the record on appeal:[1]

Designation Number	Filing Date	Docket Number	Description
1	01/10/12	#1	Chapter 7 Voluntary Petition
2	01/10/12	#4	Bankruptcy Petition Cover Sheet
3	01/10/12	#5	Certificate of Budget and Credit Counseling Course
4	01/10/12	#6	Declaration under Penalty of Perjury for Debtors Without an Attorney

Rule	Federal Rule 8006
Form	N/A
Fee	N/A
Helpful Hints	• Must be filed within 14 days after the Bankruptcy Court files the Notice of Requirement to File Designation. • Before docketing this event, "Create an Appendix" of the designation of items. See instructions in this section.
	Bankruptcy or Adversary > Appeal > Appellee Designation

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	Select the party filer and click [Next]. ***Note**: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.*
7	This step has two parts; 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). ***Note**: See instructions on how to create an appendix, this document will be the attachment.*
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	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]. ***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.*

Docket a Supplemental Appellant/Appellee Designation

Rule	**Federal Rule 8006**
Form	**N/A**
Fee	**N/A**
Helpful Hints	• **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.** ***Note**: Do not create an appendix of all the items; just list the additional items that are being designated.*
	Bankruptcy or Adversary > Appeal > Appellant Designation

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	Select the party filer and click [Next]. ***Note**: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.*
7	This step has two parts; 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). ***Note**: See instructions on how to create an appendix, this document will be the attachment.*
8	Check the box of the applicable event (Notice of Appeal) and click [Next].
9	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]. ***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.*

STEP	ACTION
10	Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next]. ***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.*
11	The NEF (Notice of Electronic Filing) displays. Transaction completed.

Docket a Statement of Issues on Appeal

Rule	**Federal Rule 8006**
Form	**N/A**
Fee	**N/A**
Helpful Hints	• **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]. ***Note**: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.*
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	Select the category (appeal) to which your event relates to and click [Next]. ***Note**: You can narrow your search results by selecting a filed date range or document number range.*
10	Check the box of the applicable event (Appellant or Appellee Designation) and click [Next].
11	Modify docket text screen displays. If applicable, add text in the box provided and click [Next]. ***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.*
12	Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next]. ***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.*
13	The NEF (Notice of Electronic Filing) displays. Transaction completed.

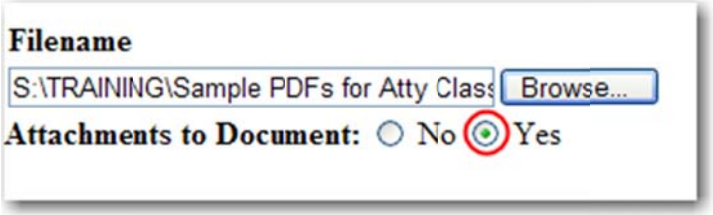
MISCELLANEOUS SECTION

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	Right click and open up your document to make sure you are uploading the correct document. ***Note**: Make sure you have selected the correct document before associating to docket entry.* ***Note**: There is a 5mb size limit for each document uploaded.*
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

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>Select the “Yes” radio button after browsing and associating your main document and click [Next].
 
</td></tr>
<tr><td>2</td><td>This is a three part process; when completed click [Next].
<table>
<tr><td>Part 1</td><td><u>Browse for PDF</u>
• 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.

Note: Make sure the document is what it is, filed in the right case, signed and etc.

Note: There is a 5mb size limit for each document uploaded.

• Close out the document and left click [Open] from the choose file window.</td></tr>
<tr><td>Part 2</td><td><u>Select a Category and/or Description</u></td></tr>
<tr><td>Part 3</td><td><u>Click [Add to List]</u>

Note: If you have multiple attachments, repeat steps, do not click [Next] until you have added all of your attachments.

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].</td></tr>
</table></td></tr>
</table>