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Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Appellant Designation**

Click **Next**.

Select the Party.

Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Appellant Designation** click **Next**.

Select the appropriate event (s) to which your event relates:

The following message will display:

Appellee Designation due date: MM/DD/YYYY

Click **Next**.

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Ensure the correct one is selected.

Click **Next**.

Edit the docket text if necessary.

[Review final docket text.](#)

Click **Next**.

Manual Chapter:

Appeal

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