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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 **Certification of Direct Appeal by Court**

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 **Certification of Direct Appeal by Court**.

Click **Next**.

Place a check mark in the box "**Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

[Review final docket text.](#)

Click **Next**.

Manual Chapter:

Appeal

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