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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 **Cross Appeal**.

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 **Cross Appeal**.

Click **Next**.

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

Click **Next**.

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

Click **Next**.

Respond to the following question

Is this a BAP appeal? Please enter y or n.

Click **Next**.

The following deadlines will display with due dates:

Cross Appellant Designation due date: MM/DD/YYYY

Transmission to District Court due date: MM/DD/YYYY

Fee \$255.00

Click **Next**.

Edit the docket text if necessary.

[Review final docket text.](#)

Click **Next**.

**Manual Chapter:**

Appeal

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**Source URL (modified on 04/20/2016 - 2:40pm):**

<http://www.canb.uscourts.gov/ecf/efiling-manual/cross-appeal>