

PROCEDURES FOR PREPARING AND SUBMITTING APPEALS TO THE BANKRUPTCY COURT

NOTICE OF APPEAL - Please refer to F. R.B.P. 8000 for specific filing requirements.

1. A notice of appeal may be filed with the Court after the order or judgment being appealed has been docketed.
2. Upon the Court's receipt of the Notice of Appeal, a form entitled Order & Notice of Appeals Guidelines and Certificate of Mailing will be mailed to the appellant or appellant's attorney.
3. If the Notice of Appeal is not filed timely, the appeal is immediately transmitted to the U.S. District Court as deficient.

DESIGNATION OF RECORD

4. The appellant should file their designation of record and include complete titles and copies of all documents that are to be included in the record. All documents listed must have been previously docketed on the court's docket.
5. The appellant should include copies of the following documents:
Notice of Appeal
Cross-Appeal, if applicable
Order or **Judgment** being appealed
Findings of Fact/Conclusions of Law or **Opinion**, if any, that is relevant to the order being appealed

DESIGNATED ITEMS

6. The appellant should organize the designated items in the order listed on the designation. All documents should be two-hole punched at the top and secured in a durable 8½ x 11 inch binder. The binder can not hold more than 250 pages. Each binder should be labeled with the case number and style of the case.
7. All documents are to be one-sided on 8½ x 11 inch paper. Oversized or non-documentary exhibits should be placed in an 8½ x 11 inch envelope.
Note: If any designated items are not filed within twenty days of the designation, a form entitled Appeal-Notice of Deficiency will be mailed to the appellant or the appellant's attorney for immediate remedy.

If a transcript has been listed as a designated item, the designating party shall provide the clerk a copy of the transcript within 5 days of the date the reporter files the transcript with the court. See LBR 8006.2(a). If the designating party fails to do so, a form entitled Appeal-Notice of Deficiency will be mailed to the designating party or the designating party's attorney for immediate remedy.

DESIGNATION OF OTHER PARTIES

8. If the appellee, cross-appellant, etc., files a designation of record, they should also follow instructions 4, 5, 6 and 7.