



This guide contains information regarding a change to Appeals procedures submitted by Clerk’s Office staff through the Process Modification Request (PMR) process.

If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850.

Filing resources, including Federal and Local Rules, the ECF User Manual and online help is located on the Court’s website: <http://www.txnb.uscourts.gov/>.

**The changes are effective as of Friday, August 2, 2013.**

Appeals Update ..... 2  
Form BTXN113, Notice Regarding a Record for a Bankruptcy Appeal  
Guidelines ..... 2



## Appeals Update

### Form BTXN113, Notice Regarding a Record for a Bankruptcy Appeal Guidelines

The Notice of Guidelines has been modified in order to be compliant with current District Court procedures. These changes affect the following procedures:

#### **Designation of Record**

It is now a requirement for the Notice of Appeal, an appealed Order, related Findings of Fact, Conclusions of Law, Memorandum of Opinion and docket sheet to be designated as part of the record. These items should be listed first on the Appellant's Designation. Contact the appellant's attorney to amend the designation if these items **are not** listed.

#### **Assembly of the Record**

Any designated court exhibits should be provided by the designating party on a separate disk for each hearing.

#### **Transmittal of the Record**

District Court notifies the parties if a paper record is required. Please keep in mind, only district court judges that accept electronic records notify parties if a paper record is required.