

## FOUR TIPS FOR ELECTRONICALLY FILING APPEALS.

1. When filing an appeal of any kind in CM/ECF, from either the “Civil” or “Criminal” link on the blue bar:

### Do Not Select:

“Other Filings”

“Notices”



Notices of Appeal incorrectly docketed here WILL delay timely processing as they will not appear on the correct management reports!

### Do Select:

“Other Filings”

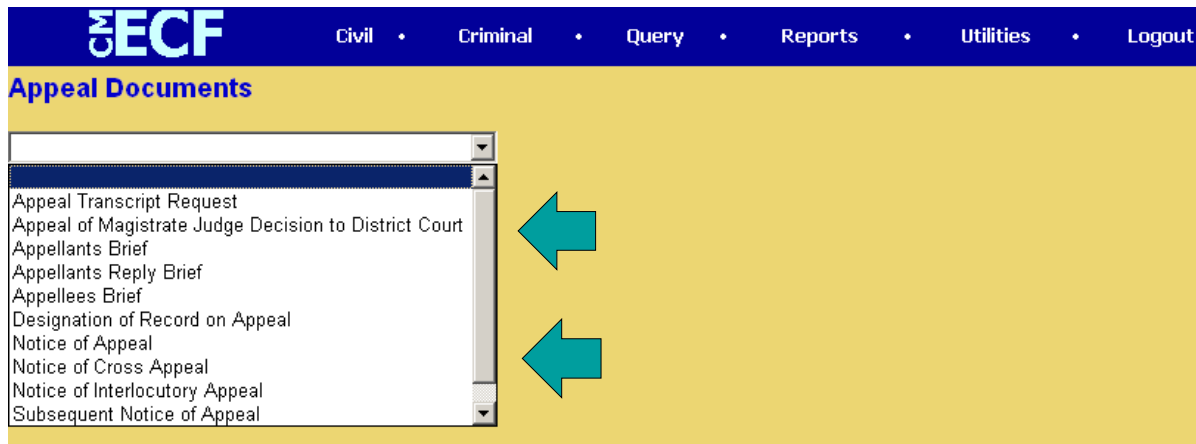
“Appeal Documents”



2. In the appeal documents drop-down box select either:

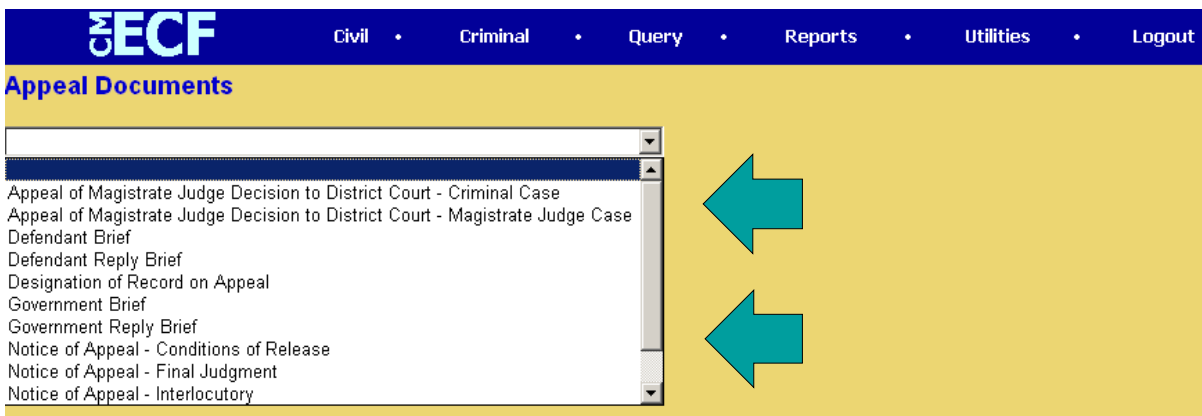
For Civil:

- “Appeal of Magistrate Judge Decision to District Court”
- “Notice of Appeal”
- “Notice of Cross Appeal”
- “Notice of Interlocutory Appeal”
- “Subsequent Notice of Appeal”



For Criminal:

- “Appeal of Magistrate Judge Decision to District Court - Criminal Case”
- “Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case”
- “Notice of Appeal - Conditions of Release”
- “Notice of Appeal - Final Judgment”
- “Notice of Appeal - Interlocutory”



3. On the “Select document Being Appealed” screen,
- Make sure to link the appeal notice to the document that is being appealed.
  - Make sure to answer the question regarding IFP (in forma pauperis) status.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Appeal Documents**  
5:95-cr-00084-BR USA v. Thomas, et al

Select order being appealed.

Should the document you are filing link to another document in this case?

Filed [ ] to [ ]

Documents [ ] to [ ]

Do you have - or are you requesting - in forma pauperis status for this appeal Y/N? [ ]

Next Clear

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Appeal Documents**  
5:05-cv-00003-BO Sonorex Investment, et al v. Ortho Shock Wave CASE CLOSED on 02/07/2005

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

01/13/2005 7 Order granting [3-1] motion to extend time to answer, reset answer due for 2/2/05 for Ortho Shock Wave signed by Brooks, Acting Clerk. served. (js) (Entered: 01/14/2005)

02/07/2005 9 CONSENT Order granting [5-1] motion to remand signed by Boyle, J. served. cy. to Cumberland Co. (js) (Entered: 02/10/2005)

Next Clear

4. When ordering transcripts for a case that is on appeal, use the event “Appeal Transcript Request” found under Appeal Documents to submit your order.

**Do Not** submit (in criminal cases) the CJA 24 electronically. This is not a public document. See Section H of the ECF Policy & Procedures Manual for instructions regarding the submission of CJA Vouchers.

