

## MOTION FOR LEAVE TO APPEAL

**NOTE: To properly link the Motion for Leave to Appeal to the appeal, the [Notice of Appeal](#) must be docketed first.**

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Leave to Appeal** from drop down list; click [NEXT]
- STEP 5** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- ☛ *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to next screen.*
- STEP 7** Click [NEXT] to **skip** adding this motion to the judge’s calendar
- ☛ *TIP - Although the Motion is filed in the Bankruptcy Court, it is forwarded to, and heard by District Court.*
- STEP 8** Upload PDF file and any attachments, click [NEXT]
- ☛ *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the motion.*
- STEP 9.a** Place a check in the box to the left of the appropriate event(s) to which your event relates to begin the linking process,
- ☛ *Note: If there is only one Appeal in the case, the system will check the box for you.*

- STEP 9.b** The deadline to file a Response to the Motion appears; click [NEXT]
- STEP 10** Confirm case name and number; click [NEXT]
- STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

**Motion for Leave to Appeal (related document: [7] Notice of Appeal on Order Dismissing Case Filed by Judith Schwartz) Filed by Adam Attorney on behalf of Julius Erving. Responses due by 2/24/2003.** (Attorney, Adam)

- STEP 12** Final docket text appears; click [NEXT] to submit
- ☛ *TIP - This is the last opportunity to change information or abort transaction.*
- STEP 13** **Notice of Electronic Filing** displays