UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

PROCEDURAL INSTRUCTIONS ON APPEALS

Time for Designating Record on Appeal:

1. Within **14 days** after filing the notice of appeal or entry of an order granting leave to appeal, the appellant(s) shall file with the Clerk of the Bankruptcy Court and serve on the appellee(s) a designation of the items to be included in the record on appeal and a statement of the issues to be presented. (Federal Rule of Bankruptcy Procedure 8009) **The designation shall include the style of the pleadings, the date filed and the document number, if any, which may be obtained from the case or proceeding docket maintained in the Clerk's Office.**

2. Within **14 days** after the service of the statement of the appellant(s), the appellee(s) may file and serve on the appellant(s), a designation of additional items to be included in the record on appeal, and if the appellee has filed a cross appeal, the appellee as cross appellant shall file and serve a statement of the issues to be presented on the cross appeal and a designation of additional items to be included in the record. A cross appellee may, within **14 days** of service of the statement of the cross appellant, file and serve on the cross appellant a designation of additional items to be included in the record. (Federal Rule of Bankruptcy Procedure 8009) **The designation shall include the style of the pleadings, the date filed and the document number, if any, which may be obtained from the case or proceeding docket maintained in the Clerk's Office.**

3. Upon failure of the parties to file written designation of the record with the Clerk within **14 days** after the notice of appeal is filed, the Clerk shall forward to the proper appellate court a certification that no designation of record was filed as required under Federal Rule of Bankruptcy Procedure 8009. (Local Bankruptcy Rule 8009-1)

4. If the record designated by any party includes an unfiled transcript of any proceeding or a part thereof, the designating party shall immediately order the transcript from the court reporter or transcription service as indicated below and make satisfactory arrangements for payment of its cost.

For hearings held prior to December 9, 2013:
Bankruptcy Court Reporter: **Tayloe Associates, Inc.**
(757) 461-1984

For hearings held on and after December 9, 2013:
Transcription Service: **eScribers, LLC**
Link to electronic order form: https://escribers.net/ordertranscript.php?court=VE
Email: operations@escribers.net
Phone: 800.257.0885 (ask for Ms. Farias or Ms. Rivera)

The appellant(s) and appellee(s) should indicate in the designation the date transcripts are ordered. Pursuant to Local Bankruptcy Rule 8009-1, the party filing the designation of items to be included in the record on appeal shall **only** file a copy of designated exhibits that were **not filed** electronically.

[appinsn ver. 12/19]