

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF UTAH**

**GUIDELINES FOR APPEAL PROCEDURES
THE UNITED STATES BANKRUPTCY APPELLATE PANEL
OF THE TENTH CIRCUIT**

Pursuant to United States Bankruptcy Appellate Panel of the Tenth Circuit Local Rules, the following guidelines should be used to facilitate the processing of the recently filed appeal. Further information can be obtained from the Bankruptcy Appellate Panel website www.bap10.uscourts.gov. The forms mentioned below are accessible on the Bankruptcy Court's website www.utb.uscourts.gov.

1. All appeals from Bankruptcy Courts in the Tenth Circuit in districts which have authorized appeals pursuant to 28 U.S.C. §158 (c) (1) are to the United States Bankruptcy Appellate Panel of the Tenth Circuit, unless an Election to U.S. District Court is filed by the appellant at the time of the filing of the Notice of Appeal or by other parties within 30 days of the Notice of Appeal. Thus far, no election has been filed, or correctly filed.
2. Within 14 days after the filing of the Notice of Appeal, the appellant shall file a Designation of Record and Statement of Issues on Appeal with the Bankruptcy Court and serve a copy on the appellee. The appellee has 14 days after the service of appellant's Designation of Record and Statement of Issues to file his/her own Designation of Record and Statement of Issues with the Bankruptcy Court and serve a copy on the appellant. Pursuant to 10th Cir. BAP L.R. 8006-1, parties need NOT provide copies of the items designated to the Clerk of the Bankruptcy Court. The record will be brought before the Bankruptcy Appellate Panel in the appendices filed by the parties as required by 10th Cir. BAP L.R. 8009-2 and 8009-3.
3. Timely Requests for Transcripts are necessary to ensure adequate time to reproduce the records. Any party must order the parts of the transcript that will be needed on appeal pursuant to Fed. R. Bankr. P. 8006. The Court will not bear the cost of requested transcripts. Please file the transcript order form with the Clerk of the Bankruptcy Court as proof of a timely request.
4. The Bankruptcy Court's Appeals Clerk, as required by 10th Cir. BAP L.R. 8007-2(a), has already transmitted copies of the Notice of Appeal and other pertinent pleadings to the Clerk of the Bankruptcy Appellate Panel. A Bankruptcy Appellate Panel case number will be assigned, and further instructions to assist you will be forwarded, by the Bankruptcy Appellate Panel Clerk's office.
5. As mentioned previously, forms may be obtained or referenced on the Bankruptcy Court website. In addition, copies of the docket may be obtained through PACER (<https://ecf.utb.uscourts.gov>) or by contacting the Bankruptcy Court Clerk's office at 801-524-6687.
6. Contact information for the Bankruptcy Appellate Panel of the Tenth Circuit is: U.S. Bankruptcy Appellate Panel of the Tenth Circuit, Office of the Clerk, Byron White U.S. Courthouse, 1823 Stout Street, Denver, CO 80257, Tel: 303-335-2900, Fax: 303-335-2999, www.bap10.uscourts.gov.

David A. Sime
Clerk of Court