

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

NOTICE TO PARTIES TO APPEAL TO DISTRICT COURT

1. Procedure when an appeal is transmitted to the District Court:
 - a. Upon receipt of the appeal from the Clerk of the Bankruptcy Court, the District Court assigns a civil case number. A "Notice of Receipt of Appeal" is then sent to all parties advising them of the District Court case number assigned and requesting that copies of the record be provided to the District Court.
 - b. Copies of the record are to be filed directly with the District Court. They are not to be filed in the Bankruptcy Court.
 - c. The copies of the record, including any transcripts, must be attached to an original pleading entitled "Notice of Filing Copies of Record on Appeal" when filed with the District Court. See attached sample. Please electronically file a copy of the notice only with the Bankruptcy Court. The District Court clerk's office will not accept copies of the record if they are filed without an original "Notice of Filing Copies of Record on Appeal" with the District Court civil case number included in the caption.
 - d. When the record is complete, the District Court will send to the parties a "Notice of Entry of Appeal on the Docket and Scheduling Order" which will include the briefing schedule.

UNITED STATES DISTRICT COURT

DISTRICT OF ARIZONA

IN RE:) CIV _____
)
) (BK NO. _____)
)
) (ADV. NO. _____)
Debtor.)
_____) (BAP NO. _____)
)
)
Appellant,)
)
v.) NOTICE OF FILING COPIES
) OF RECORD ON APPEAL
)
)
Appellee.)
_____)

Attached are copies of all items, including any transcripts, the undersigned has designated to be included in the record on appeal.

DATED: _____
Appellant or Appellee or Attorney for _____

Copies of notice only
mailed on _____ to:

Attorneys for all other parties
to the appeal or to the party, if not
represented by an attorney,
Clerk, Bankruptcy Court

By _____

**United States Bankruptcy Court
District of Arizona**

APPEALS

ORDERING AN OFFICIAL TRANSCRIPT

An official transcript is a transcript that has been prepared by a designee of the Bankruptcy Court. (For appeal purposes, a tape cassette is not acceptable as a part of the Designation of Record.)

If you have designated a transcript of a Court proceeding in your Appeal documents, **it is your responsibility to order it** from the Bankruptcy Court ECR Operator (see list below). The order should be placed at the time you file your Statement of Issues and Designation of Record.

If you have filed an appeal and need a transcript of a hearing, please follow the steps below to obtain an "OFFICIAL" transcript:

1. Determine the date of the hearing.
2. Determine what portion of the hearing is needed. Do you need the entire hearing or only a specific portion of the hearing, (i.e., the judge's ruling).
3. Determine if the transcript is already on file with the Court. Any ECR Operator can advise you of this. If the transcript is already on file, the Court will determine if your check should be made payable to the Bankruptcy Court. If it is not on file, the ECR Operator can tell you who to contact to obtain one.
4. Each transcript ordered requires a deposit. This deposit varies and is dependent upon the estimated length of the transcript. If the transcript needs to be ordered, the ECR Operator will advise you of the correct way to issue your check and where to make payment.
5. Place your request for the transcript. File a "Notice of Request for Transcript" with the Bankruptcy Court. Be sure to indicate if the transcript was requested from the Court or the Court Reporting Agency.

A courtesy copy of every transcript ordered is sent to the Court; therefore, it is not necessary for you to file a copy with the Court.

Ordering Transcripts

PHOENIX OFFICE CASES

Judge Baum (RTB)	Juanita Pierson-Williams	(602) 682-4200
Judge Case (CGC)	Stacy Pavese	(602) 682-4200
Judge Curley (SSC)	Andamo Purvis	(602) 682-4200
Judge Haines (RJH)	Sheri Fletcher	(602) 682-4200
Judge Hollowell (EWH)	Transcript Request Line	(602) 682-4200
Judge Marlar (JMM)	Transcript Request Line	(602) 682-4200
Judge Nielsen (GBN)	Jo-Ann Stawarski	(602) 682-4200

TUCSON OFFICE CASES

Judge Marlar (JMM)	Bev Granillo	(520) 202-7990
Judge Hollowell (EWH)	Eunice Stroud	(520) 202-7568

YUMA OFFICE CASES

Judge Hollowell (EWH)	Pat Hall	(928) 783-2288
Judge Marlar (JMM)	Pat Hall	(928) 783-2288
Judge Haines (RJH)	Sheri Fletcher	(602) 682-4200