

Trustee Notices

This module will demonstrate the steps to file a notice event in the [Trustee/US Trustee](#) category. This example demonstrates a *Notice of Assets*. The same steps would be followed for other types of notices. As a Trustee, many of the commonly docketed notices will be found in the [Trustee/US Trustee](#) category.

Notice of Assets

- STEP 1** Click the [Bankruptcy](#) hypertext link from the CM/ECF main menu.
Note: If the notice is in an adversary proceeding, choose the [Adversary](#) hypertext link.
- STEP 2** The **Bankruptcy Events** screen displays.
- Click [Trustee/US Trustee](#) hypertext link.
- STEP 3** The **Case Number** screen displays.
- Enter the complete case number (office code-yy-bk-nnnnn).
 - Click **[Next]** to continue.
- STEP 4** The **Trustee Action** screen displays. (See Figure 1)



Figure 1

- Verify the case name and case number that is displayed.
- If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Click the down arrow — to reveal the list of notices or press the “n” for notices. Highlight *Notice of Assets* **Note:** You may continue to press the “n” until the notice you are filing is highlighted.
- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow — to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).
- Click to highlight and select the trustee.
- Click **[Next]** to continue

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- Click **[Next]** to continue.

STEP 7 The **Final Docket Text** screen displays.

- A supplemental text box window is available to add more detail to the docket text.
- Click **[Next]** to continue.

STEP 8 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct,
- Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort or restart the transaction, return to **Step 1** and begin again.

STEP 9 The **Notice of Electronic Filing** screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

