

**CHAPTER 6**  
**TRUSTEE'S REJECTION OF**  
**APPOINTMENT**

## Trustee's Rejection of Appointment

The appointed trustee of a bankruptcy case will reject his position if there is a conflict of interest. A successor trustee will be appointed upon receipt of a Trustee's Rejection of Appointment. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee Rejection of appointment.

**STEP 1** Click the [Bankruptcy](#) hypertext link on the CM-ECF Main Menu.

**STEP 2** The **Bankruptcy Events** screen displays.

- Click the [Trustee/US Trustee](#) hypertext link.

**STEP 3** The **Case Number** screen displays.

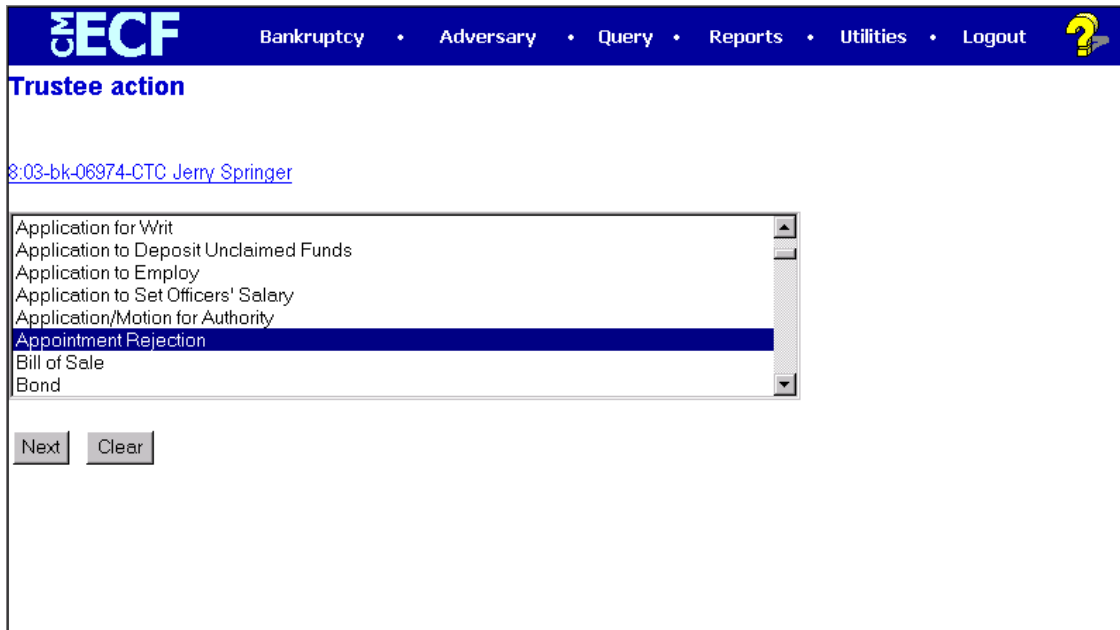
- Enter the complete case number (office code-yy-bk-nnnnn)
- Click **[Next]** to continue.

**STEP 4** The **Event Type** screen displays.

- Verify the case number and case name.
  - If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

**Note:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Use the down arrow — to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Appointment Rejection (See Figure 1)**



The screenshot shows the ECF Trustee action screen. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text "Trustee action" is displayed. A link "8:03-bk-06974-CTC Jerry Springer" is visible. A list box contains the following actions: Application for Writ, Application to Deposit Unclaimed Funds, Application to Employ, Application to Set Officers' Salary, Application/Motion for Authority, Appointment Rejection (highlighted in blue), Bill of Sale, and Bond. Below the list box are "Next" and "Clear" buttons.

Figure 1

- 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. 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. Double-click the PDF file to select it.

**Note:** View the image before selecting to be sure you have chosen correctly. Right click on the highlighted filename and click on **open**. View the image in Adobe Acrobat, then close when you have finished.

- 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 prefix box and free form text box are available to add more detail to the

docket text.

- Click the down arrow — to display the prefix options.

Options to choose from are:

[none]  
Addendum to  
Agreed  
Alias  
Amended  
Amendment to  
Certified  
Corrective  
Cross  
Emergency  
Ex Parte  
Expedited  
Fifth  
Final  
First  
First Amended  
Fourth  
Fourth Amended  
Interim  
Intervenor's  
Joint  
Limited  
Omnibus  
Opposition  
Plures  
Pre-Trial  
Proposed  
Sealed  
Second  
Second Amended  
Sixth  
Status  
Supplemental  
Supporting  
Third  
Third Part  
Third Amended  
Trial  
Unilateral  
Verified

- Verify the accuracy of the Final Docket Text.
- Click **[Next]** to continue.

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

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

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

- 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.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.
- This screen displays the participants who will and will not receive electronic notice of the filing.