

# **CHAPTER 9**

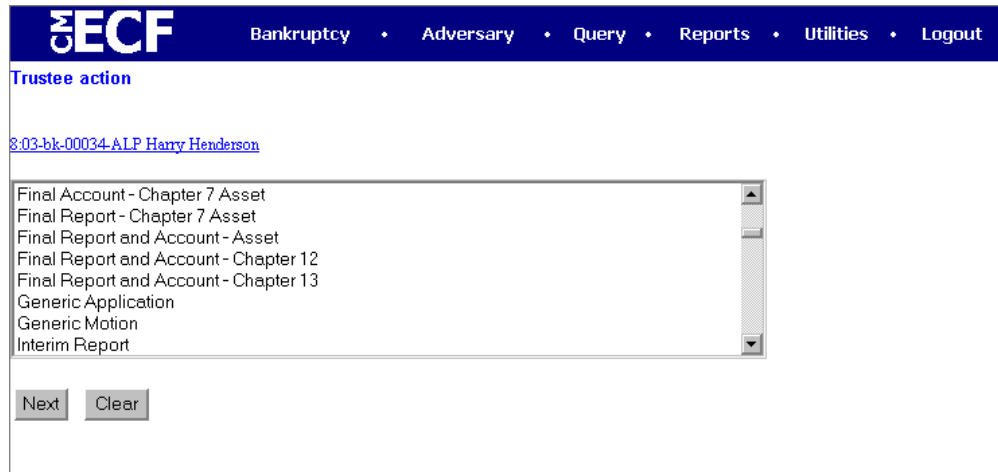
## **TRUSTEE REPORT EVENTS**

## Trustee Report Events

In CM/ECF, the Report of No Distribution is a paperless docket entry. The docket entry contains the trustee's declaration and certification that the estate has been fully administered. For other types of reports, such as Interim Reports or Final Reports, a paper report will be prepared and attached to the docket entry.

### Other Trustee Reports

- 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. NOTE: These reports are also available under Batch Filings.
- 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 Type list to select the document to be filed. **(See Figure 1)**



**Figure 1**

- Click **[Next]** to continue.

**STEP 5** 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 and associate it with the docket entry.

**Note:** View the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat.

- 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 6** The **Final Docket Text** screen displays. (See Figure 2)

**Trustee action:**  
8:03-bk-00034-ALP Harry Henderson

**NOTE: Only text in the white boxes can be modified**

**Docket Text: Modify as Appropriate.**

Final Account of Chapter 7 Trustee Filed by Trustee  
Connie H Delamater. (Delamater, Connie)

Next Clear

## Figure 2

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

**STEP 7** The **Final Approval** screen displays. (See Figure 3)

**Trustee action:**  
8:03-bk-00034-ALP Harry Henderson

**Docket Text: Final Text**

Final Account of Chapter 7 Trustee Filed by Trustee Connie H Delamater. (Delamater, Connie)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

## Figure 3

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct:
  - Click **[Next]** to continue and officially submit the 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 the event and begin again, return to **Step 1**.

**STEP 8** 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.

### **Trustee's Report of No Distribution (Chapter 7)**

The Report of No Distribution can be docketed to multiple cases at once. There are two methods available. One method is [Trustee's 341 Filings](#). This multiple case docketing feature may be executed only by the trustee, and each trustee will have access only to his or her own cases. A user must be logged in as the trustee of record in order to have the targeted activity appear. Please refer to the Trustee's 341 Filings section of the manual for instruction.

The second method is to key in a series of case numbers and docket the same entry to all cases using [Batch Filings](#). **Note:** The report can be docketed in a single case under Batch Filings. Please refer to the Batch Filings section of the manual for instruction.