

## Trustee Report Events

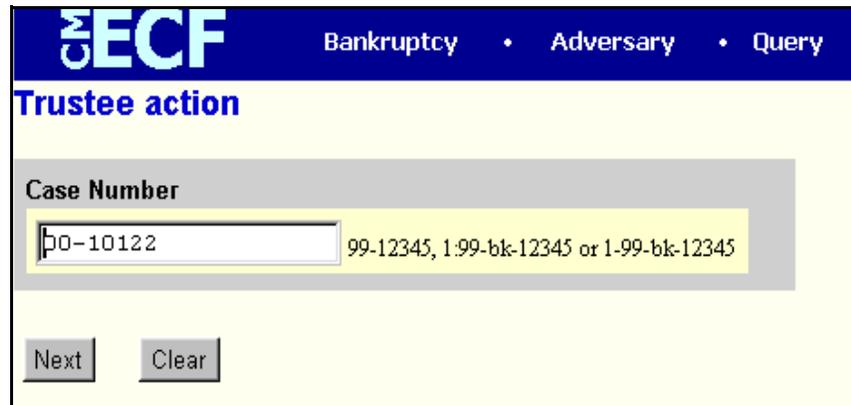
The Trustee/U.S. Trustee hypertext link lists routine trustee events grouped together for ease and efficiency. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee/U.S. Trustee report events. Although the example in this module specifically shows the **Chapter 7 Trustee's Report of No Distribution**, the same steps would be followed for other reports, such as initial reports, interim reports, final reports, etc.

- STEP 1** Click on [Trustee/US Trustee](#) hypertext link under Bankruptcy from the ECF main menu. (See Figure 1.)



Figure 1

**STEP 2** The **CASE NUMBER** screen will appear. (See Figure 2.)

The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue header with the CM/ECF logo on the left and the text "Bankruptcy • Adversary • Query" on the right. Below the header, the text "Trustee action" is displayed in blue. The main content area has a light yellow background. A grey box contains the label "Case Number" above a text input field. The input field contains the text "00-10122". To the right of the input field, there is a list of example case numbers: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

**Figure 2**

- ◆ Enter the case number in YY-NNNNN format, including the hyphen.
- ◆ Click on the **[Next]** button to continue.
- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click on the Netscape **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.

**STEP 3** The **EVENT TYPE** screen will appear. (See Figure 3.)

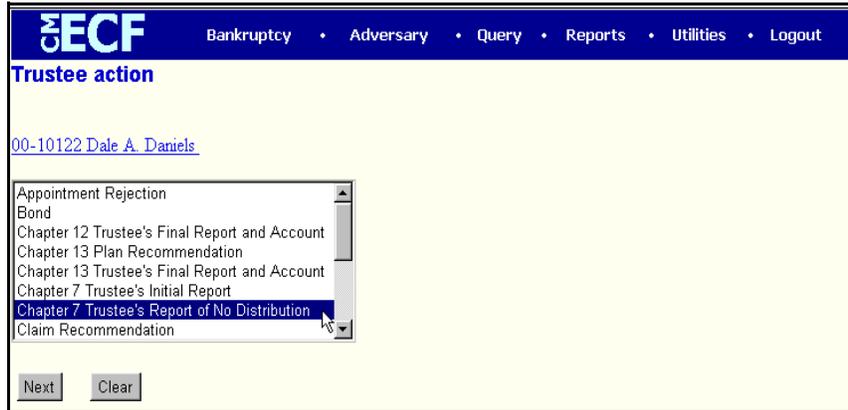


Figure 3

- ◆ Use the ▼ arrow to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Chapter 7 Trustee's Report of No Distribution**. Click on the **[Next]** button to continue.

**STEP 4** The **PARTY SELECTION** screen lists all participants of the case. (See Figure 4.)

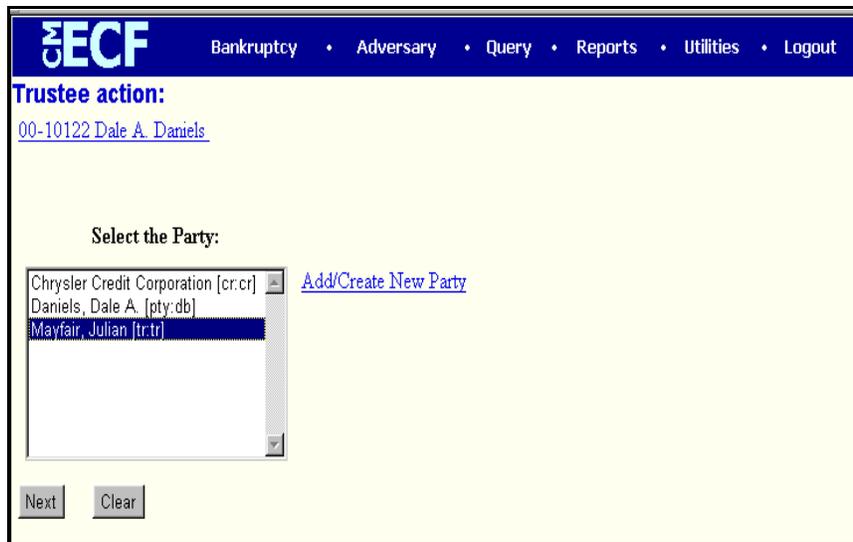
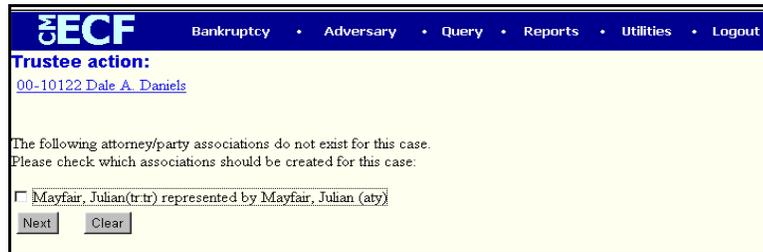


Figure 4

- ◆ Select the trustee name and click on the **[Next]** button.

- STEP 5** The **ATTORNEY/PARTY ASSOCIATION** screen may appear. (See **Figure 5**.) If you are filing in the capacity of the trustee on this case, without formally filing as the attorney for the trustee, **SKIP THIS SCREEN**.



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Trustee action:**  
00-10122 Dale A. Daniels

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

Mayfair, Julian(trtr) represented by Mayfair, Julian (aty)

Next Clear

Figure 5

- ◆ Click **[Next]** to skip this screen.

- STEP 6** The **CASE VERIFICATION** screen offers an opportunity to verify the debtor and case number and review the docket sheet. (See **Figure 6**.)



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Trustee action:**  
00-10122 Dale A. Daniels

Next Clear

Figure 6

- STEP 7** The §341 Meeting of Creditors schedule deadline will appear on the next screen if it has not already been satisfied by another event. Check the box to satisfy the deadline. (See **Figure 7**.)

**Trustee action:**  
[00-10122 Dale A. Daniels](#)

The following is a list of all documents in this case which have pending scheduled events. Please select (by clicking on the check box by each entry) those schedule events this event will satisfy.

Meeting of Creditors. 341(a) meeting to be held on 8/4/2000 at 10:00 AM at Room 509, Federal Courthouse. Last day to oppose discharge or dischargeability is 10/3/2000. (Stevens, Kate)

341 Meeting 08/04/2000

Next Clear

Figure 7

- ◆ Click [**Next**] to continue.

**STEP 8** The standard text for this event is displayed. (See Figure 8.) There is no opportunity to modify this event.

**Trustee action:**  
[02-70004 John Joe Doe](#)

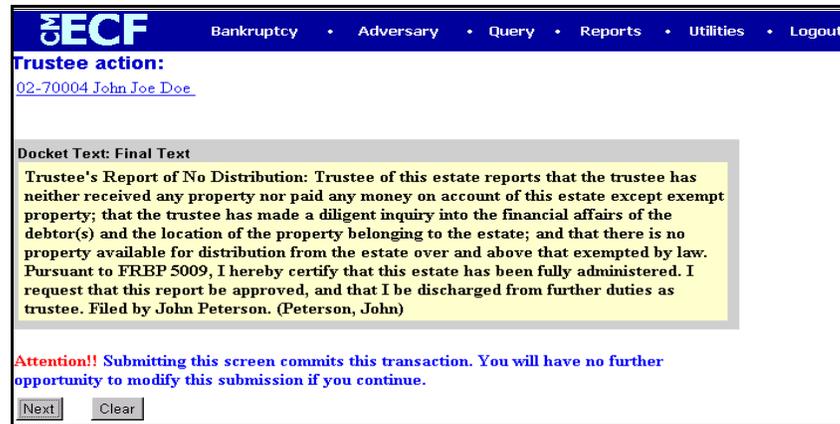
Docket Text: Modify as Appropriate.

Trustee's Report of No Distribution: Trustee of this estate reports that the trustee has neither received any property nor paid any money on account of this estate except exempt property; that the trustee has made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate; and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to FRBP 5009, I hereby certify that this estate has been fully administered. I request that this report be approved, and that I be discharged from further duties as trustee. Filed by John Peterson . (Peterson, John)

Next Clear

Figure 8

- ◆ “Filed by John Peterson” indicates the originator of the pleading. (Peterson, John) shows that John Peterson logged into the system to electronically submit this document.
- ◆ Click [**Next**] to continue.

**STEP 9** The **FINAL TEXT** screen will appear. (See Figure 9.)

The screenshot shows the ECF Trustee Report interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text 'Trustee action:' is displayed, followed by a link '02-70004 John Joe Doe'. The main content area is titled 'Docket Text: Final Text' and contains the following text: 'Trustee's Report of No Distribution: Trustee of this estate reports that the trustee has neither received any property nor paid any money on account of this estate except exempt property; that the trustee has made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate; and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to FRBP 5009, I hereby certify that this estate has been fully administered. I request that this report be approved, and that I be discharged from further duties as trustee. Filed by John Peterson. (Peterson, John)'. Below the text, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 9

- ◆ When you click **[Next]** to continue, this event becomes an official entry on the docket sheet. This is the last screen you are allowed to go **BACK** for changes or to abort by selecting any other selection on the Main Menu Bar.

**STEP 10** The **NOTICE OF ELECTRONIC FILING** is produced and displayed. (See **Figure 10**.)

The screenshot shows the ECF Trustee Report interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page is titled "Trustee action:" and displays the case information: "00-10122 Dale A. Daniels". The main content area is titled "Notice of Electronic Filing" and contains the following text: "The following transaction was received from Mayfair, Julian on 1/10/2001 at 8:09 AM CST". Below this, the case details are listed: "Case Name: Dale A. Daniels", "Case Number: 00-10122", and "Document Number:". The "Docket Text:" section contains the text: "Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. Filed by Julian Mayfair. (Mayfair, Julian)". Below the docket text, it states: "The following document(s) are associated with this transaction:". A separate section titled "00-10122 Notice will be electronically mailed to:" lists the recipients: Julian Mayfair (stevensk@aottd.uscourts.gov) and Bruce Williams (bwilbr@email.msm.com). A final section titled "00-10122 Notice will not be electronically mailed to:" is also present.

**Figure 10**

- ◆ If an image was associated with this filing, clicking on the document number hyperlink will present the PDF image of the petition just filed. (There is not a document associated with this filing.)
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Description of **Notice of Electronic Filing**.
  - Hyperlink to docket sheet
  - Date and time stamp information
  - Case Title
  - Case number hyperlink to docket sheet (if one exists)
  - Docket text
    - Annotated text in italics
    - Text produced from docket event
    - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.