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## Address Change - Creditor or Party (Text)

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### Summary

This entry is docketed when the address for a creditor or party on record in a case needs to be updated.

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### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Address Change - Creditor/Party (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Enter the name of the creditor or party being updated in the first text box. Enter the existing address in the second text box. Enter the new address in the third text box.
- Click **Next**
- Select the appropriate radio button to indicate which address is being updated: the address for notices, the address for payments or both
- Click **Next**
- Docket text appears for review
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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## Notes

- If you are filing address changes in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Address Change - Debtor (Text)

---

### Summary

This entry is docketed when the address for the debtor(s) needs to be updated.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Address Change - Debtor (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Enter the name of the debtor being updated in the first text box. Enter the new address in the second text box.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Amended Minutes & Motion for Confirmation

---

### Summary

An Amended Minutes of 341 Meeting and Motion for Confirmation of Plan is filed by the Chapter 13 trustee if modifications needed to be made to the original motion.

**Notice:** 21 days

**Service:** D, DA, All Creditors

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Amended Minutes & Motion for Confirmation** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the Motion for Confirmation that is being amended
- Click **Next**
- Enter the response due date provided in the notice
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Amended Motion to Dismiss Case

---

### Summary

An Amended Motion to Dismiss Case is filed by the Chapter 13 trustee if modifications needed to be made to the original motion.

**Notice:** 21 days

**Service:** D, DA

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Dismiss Case - Amended** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the Motion to Dismiss that is being amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Amended Motion to Dismiss Case for Failure to Make Plan Payments

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### Summary

An Amended Motion to Dismiss Case for Failure to Make Plan Payments is filed by the Chapter 13 trustee if modifications needed to be made to the original motion.

**Notice:** 21 days

**Service:** D, DA

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Dismiss Case for Failure to Make Plan Payments - Amended** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the Motion to Dismiss that is being amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Answers to Interrogatories Not Provided (Text)

---

### Summary

This entry is docketed when Answers to Interrogatories have not been provided to the trustee by the applicable deadline set in the order. It requests the scheduling of a show cause hearing.

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### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Answers to Interrogatories Not Provided (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Application to Employ

---

### Summary

An Application to Employ may be filed by the trustee to request the court to employ a professional to act within a certain capacity in the bankruptcy case. A professional may not be employed until at least 21 days after the filing of the petition.

**Notice:** None - 14 day recommendation only

**Service:** BA

**Order Required:** Yes, except for Applications to Employ Attorney for Trustee

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Employ** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the name of the person to be employed in the first text box. Enter the type of position in the second text box.
- Click **Next**
- Recommendation due date appears
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

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**Notes**

- An Affidavit of Disinterestedness signed by the professional to be employed should be attached to the application.

## Certificate of Service

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### Summary

A Certificate of Service is the part of a pleading which certifies that the appropriate parties have been served.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Certificate of Service** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the category of the document the certificate of service relates to
- Click **Next**
- Check the box next to the document the certificate of service relates to
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the certificate of service relates to a previously filed motion
- Click **Next**
- If you selected “Yes” on the prior screen, enter the updated response due date for the related motion (If you selected “No” on the prior screen, this screen will not appear.)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended

- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Ch. 7 Final Account and Distribution Report – TDR

---

### Summary

In a Chapter 7 case, the trustee must file a Final Account and Distribution Report after the final distribution to creditors is made. The report states that all funds have been distributed in accordance with the Trustee's Final Report, the case is fully administered and all assets and funds have been properly accounted for. The trustee is requesting to be discharged from further duties in the case.

**Service:** BA

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Ch. 7 Final Account and Distribution Report (TDR)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Ch. 7 Final Report – TFR

---

### Summary

In a Chapter 7 case, the trustee must prepare and file a Final Report before final distribution to creditors can be made. Among other requirements, the report lists how the trustee plans to disburse funds. The trustee receives a commission based on the amount of money collected for the bankruptcy estate, and the attorney for trustee and any employed professionals are entitled to compensation and reimbursement of expenses. Applications for Compensation are filed simultaneously with the Final Report in order to request payment of these fees.

**Notice:** 21 days

**Service:** D, DA, BA, All Creditors

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Ch. 7 Final Report (TFR)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears for review

- Click ***Next***
- Notice of Electronic Filing is generated

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## Notes

- The BA's Statement of Position should be attached to the Final Report.

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## Follow Up

- Docket all related Applications for Compensation as separate entries
- Docket the [Notice of Trustee's Final Report and Applications for Compensation \(NFR\)](#)
- Docket the [Certificate of Service](#)

## Ch. 13 Trustee Final Report and Account

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### Summary

In a Chapter 13 case, the trustee must prepare and file a Final Report after completing plan payments to creditors. The report sets out the names of the creditors, and the amount of payment each creditor received through the plan.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Ch. 13 Trustee Final Report and Account** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter the date the Final Report was served
- Click **Next**
- Response due date appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If you are filing final reports in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Ch. 7 Trustee's Initial Report

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### Summary

The Chapter 7 trustee files an Initial Report when the 341 Meeting of Creditors has been held, but he has yet to determine if assets are available for distribution in a case.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Ch. 7 Trustee's Initial Report** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Ch. 7 Trustee's Report of No Distribution

---

### Summary

The Chapter 7 trustee files a Report of No Distribution when he determines that there are no assets available in a case for distribution to creditors.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Ch. 7 Trustee's Report of No Distribution** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Enter or edit the required statistical data regarding property, assets and claims
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Continuance of Meeting of Creditors (Text)

---

### Summary

The Chapter 7 trustee docket this text entry when he is unable to conclude the 341 Meeting of Creditors and it must be continued to another date.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Continuance of Meeting of Creditors (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Enter the date, time and location for the continued meeting of creditors
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Final Report of Disposition of Over Encumbered Property

---

### Summary

The Final Report of Disposition of Over Encumbered Property is filed in 506(c) cases in which there will be no additional funds available for distribution to creditors.

**Notice:** 14 days

**Service:** D, DA, BA

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Final Report of Disposition of Over Encumbered Property** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Interim Report

---

### Summary

In a Chapter 7 case, the trustee must file an interim report each quarter that indicates receipts and disbursements made during the period being reported.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Interim Report** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter the period ending date (month, day and year) in the text box **exactly as it appears on the report**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If you are filing interim reports in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Meeting of Creditors Not Concluded (Text)

---

### Summary

The Chapter 7 trustee docket this text entry when the 341 Meeting of Creditors is not completed. Reasons for this include failure of the debtor(s) to attend the 341 meeting or failure of the debtor(s) to provide proper identification at the meeting.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Meeting Not Concluded (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Select the appropriate radio button to indicate why the meeting was not concluded
- Click **Next**
- If you selected “Other” on the prior screen, enter the reason the meeting was not concluded in the text box (If you selected any of the other options on the prior screen, this screen will not appear.)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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### Notes

- A 7 day deadline for follow up by the Case Administrator will be automatically set.

## Minutes & Motion for Confirmation

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### Summary

The Minutes of 341 Meeting and Motion for Confirmation of Plan is filed by the Chapter 13 trustee to reflect the debtor's appearance at the Meeting of Creditors or receipt of written answers to interrogatories. The motion also provides detailed information regarding the debtor's proposed confirmation of the Chapter 13 Plan as well as the compensation for the debtor's attorney, if applicable.

**Notice:** 21 days

**Service:** D, DA, All Creditors

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Minutes & Motion for Confirmation** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Enter the response due date provided in the notice
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If you are filing motions in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Motion to Reconvert Case to Chapter 7

---

### Summary

A Motion to Reconvert is filed by the Chapter 13 trustee for the purpose of returning a previously converted case back to a Chapter 7. Reasons for this may include failure to file a confirmable plan or to provide information.

**Fee:** \$25\*

\*An affidavit is required if the estate is unable to pay the fee in full.

**Notice:** 21 days

**Service:** D, DA, T for the prior Chapter 7 case

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Trustee***
- Enter case number
- Click ***Next***
- Select ***Reconvert Case to Chapter 7*** from available events
- Click ***Next***
- Select the trustee as the filing party
- Click ***Next***
- [Attach PDF](#)
- Click ***Next***
- Review display message. Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due.
- Click ***Next***
- If you selected “No” on the prior screen, insert “Fee to be Paid” or “Fee Not Required” in the text box (If you selected “Yes” on the prior screen, this screen will not appear.)
- Click ***Next***

- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the fee is due, a 7 day deadline for follow up by the Case Administrator regarding payment will be automatically set.

## Motion to Dismiss Case - Ch. 7, 11 or 12 Trustee

---

### Summary

A Motion to Dismiss is filed by the trustee for the purpose of dismissing a case from the jurisdiction of the bankruptcy court. This event should be used to dismiss a Chapter 7, 11 or 12 case in which the debtor has failed to comply with certain provisions of the Bankruptcy Code.

**Notice:** 21 days

**Service:** Chapter 7, 11 - D, DA, All Creditors  
Chapter 12 - D, DA

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Dismiss Case (Ch. 11, 7, or 12 Trustee, or B.A.)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- In Chapter 7 or 11 cases, enter the response due date provided in the notice (In Chapter 12 cases, this screen will not appear.)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Motion to Dismiss Case - Ch. 13 Trustee

---

### Summary

A Motion to Dismiss is filed by the trustee for the purpose of dismissing a case from the jurisdiction of the bankruptcy court. This event code is used to dismiss a Chapter 13 case for all reasons **except** for failure to make plan payments. Cause for dismissal includes failure to file a confirmable plan, failure to attend Meeting of Creditors, failure to submit certain documents, etc.

**Notice:** 21 days

**Service:** D, DA

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Dismiss Case (Ch. 13 Trustee Only)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing motions in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Motion to Dismiss Case for Failure to Make Plan Payments

---

### Summary

A Motion to Dismiss is filed by the trustee for the purpose of dismissing a case from the jurisdiction of the bankruptcy court. This event should be used to dismiss a Chapter 13 case in which plan payments are not being made.

**Notice:** 21 days

**Service:** D, DA

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Batch Filings**
- Enter case number
- Click **Next**
- Select **Dismiss Case for Failure to Make Plan Payments** from available events
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Abandonment

---

### Summary

Whenever a property is burdensome or is of inconsequential value to the estate, the Chapter 7 trustee may wish to abandon the property. If the trustee desires to abandon the property, no court order is required if the appropriate notice is given and no interested party requests a hearing.

**Notice:** 14 days

**Service:** D, DA, BA, All Creditors

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Abandonment** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter response due date
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Assets (Text)

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### Summary

If assets are recovered in a “no-asset” Chapter 7 case, the trustee will file a Notice of Assets, which requests that the court notify creditors to file a Proof of Claim if they wish to share in the distribution of funds.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Assets (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Continued Hearing

---

### Summary

In a Chapter 13 case, hearings on Motions to Dismiss are scheduled by the trustee's office and a Notice of Hearing is filed with the court. If the hearing needs to be continued to later date, the trustee will file a Notice of Continued Hearing.

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### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Continued Hearing** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter applicable hearing date, time and location in the fields provided.
- Click **Next**
- Check the box next to the motion being scheduled for hearing
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Default

---

### Summary

The trustee may file a Notice of Default if the debtor(s) is not in compliance with a prior order entered in the case.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Default** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box if the notice relates to an existing document in the case
- Click **Next**
- Check the box next to the document the notice relates to (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Final Cure Mortgage Payment

---

### Summary

Per Rule 3002.1(f), the Chapter 13 trustee shall file and serve a Notice of Final Cure Mortgage Payment within 30 days after the Debtor completes plan payments. The notice should state that the Debtor has paid in full the amount required to cure any default on the claim. It should also inform the creditor of its obligation to file and serve a response. If the trustee does not timely file this notice or if the mortgage payments were being paid directly to the creditor outside the plan, the debtor may file and serve this notice.

**Service:** D, DA, AP

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Final Cure Mortgage Payment** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Hearing

---

### Summary

In a Chapter 13 case, hearings on Motions to Dismiss are scheduled by the trustee's office and a Notice of Hearing is filed with the court.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Hearing** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter applicable hearing date, time and location in the fields provided.
- Click **Next**
- Check the box next to the motion being scheduled for hearing
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Trustee's Final Report and Applications for Compensation (NFR)

---

### Summary

The Notice of Trustee's Final Report and Applications for Compensation is filed simultaneously with the Chapter 7 Trustee's Final Report in a Chapter 7 case. It contains a summary of the Final Report and the response due date.

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### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Trustee's Final Report and Applications for Compensation (NFR)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the notice is amended
- Click **Next**
- Check the box next to the Final Report *and* Application(s) for Compensation the notice relates to
- Click **Next**
- Enter the response due date
- Click **Next**
- Click **Next**
- Final docket text appears for review

- Click ***Next***
- Notice of Electronic Filing is generated

## Notice of Plan Completion (Text)

---

### Summary

When the Debtor(s) makes the last of his/her plan payments, the Chapter 13 trustee will file a Notice of Plan Completion. This indicates to the court that the case is ready to receive a discharge. It also directs the debtor's attorney to serve the debtor with the Certification Regarding Discharges in Prior Cases and Payment of Domestic Support Obligations.

---

### Filing

- Select **Bankruptcy**
- Select **Batch Filings**
- Enter case number(s)
- Click **Next**
- Select **Plan Completion (Text - Batch)** from available events
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Domestic Support Certification due date appears
- Click **Next**
- Docket text appears for review
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- Notices of Plan Completion filed in pro se cases must be docketed as a separate batch, or the deadline to file the certification will not be properly set.

## Notice of Private Sale

---

### Summary

A Notice of Private Sale is filed by the trustee when personal property is sold at a private sale. The notice states the property being sold, the amount of the sale, the name of the purchaser and the relationship between the Debtor and the purchaser.

**Notice:** 14 days

**Service:** D, DA, BA, All Creditors

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Private Sale** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter response due date provided in notice. If a proposed hearing is included, enter applicable hearing date, time and location in the fields provided.

\*In order to include a proposed hearing date, you must obtain prior approval from the Courtroom Deputy for the applicable Judge, and include the hearing information in the notice.

- Click **Next**
- Click **Next**

- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Public Sale

---

### Summary

A Notice of Public Sale is filed by the Trustee when personal property is sold at a public sale. The notice states the property being sold and the date, time and place of the sale. If an auctioneer has been employed to conduct the sale, the notice may contain a scale that determines what percentage of the proceeds the auctioneer might receive as compensation.

**Notice:** 14 days

**Service:** D, DA, BA, All Creditors

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Notice of Public Sale** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter response due date provided in notice. If a proposed hearing is included, enter applicable hearing date, time and location in the fields provided.

\*In order to include a proposed hearing date, you must obtain prior approval from the Courtroom Deputy for the applicable Judge, and include the hearing information in the notice.

- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Claim

---

### Summary

An Objection to Claim may be filed by the trustee requesting the court to determine if a claim should be denied, reduced or classified differently than as filed by the creditor.

**Notice:** 30 days

**Service:** D, DA, BA, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Objection to Claim** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the service date of objection
- Click **Next**
- Response due date appears
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Enter the creditor name in the text box
- Click **Next**
- Prompt appears to add affected creditor
- Click **Next**

- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Debtor's Claim of Exemptions

---

### Summary

The trustee may file an objection to property the debtor(s) has claimed as exempt.

**Notice:** 14 days

**Service:** D, DA, BA

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Objection to Debtor's Claim of Exemptions** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Valuation/Treatment of Claim

---

### Summary

In a Chapter 13 case, the trustee may file an Objection to Valuation if there is a discrepancy between the amount on the creditor's Proof of Claim and the value of the collateral.

**Notice:** N/A

**Service:** D, DA, AP

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Objection to Valuation/Treatment of Claim** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- Prompt appears to add affected creditor
- Click **Next**
- [Add party](#)
- Click **Next**
- Enter the name of the creditor in the text box

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Pay Unclaimed and/or Small Dividends

---

### Summary

Most unclaimed funds arise when assets are distributed by a trustee to a creditor and that creditor fails to claim ownership of funds they are entitled to. The trustee files a Report of Unclaimed and/or Small Dividends when he is unable to locate a creditor in order to make payments to that creditor in a particular case. This event allows the trustee to both file the report and pay the unclaimed or small dividends into the court's registry.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Pay Unclaimed and/or Small Dividends** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Review display message
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Review display message
- Click **Next**
- Enter the amount of unclaimed or small dividends to be paid (omit the dollar sign)
- Click **Next**
- Click **Next**
- Final docket text appears

- Click ***Next***
- Notice of Electronic Filing is generated

---

**Notes**

- The amount of unclaimed or small dividends entered within the event will generate a fee to be paid through pay.gov.

## Recommendation re: Application for Additional Fees

---

### Summary

This entry is docketed when the trustee makes a “no objection” recommendation regarding the allowance of an Application for Additional Fees in a Chapter 13 case.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Recommendation re: Application for Additional Fees (Ch 13)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing recommendations in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Recommendation re: Motion (No Objection – Text)

---

### Summary

This entry is docketed when the trustee makes a “no objection” recommendation regarding the allowance of a motion in a Chapter 13 case.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Recommendation re: Motion (No Objection - Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Select the category of the document the recommendation relates to
- Click **Next**
- Check the box next to the document the recommendation relates to
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the recommendation refers to a Motion to Modify Plan
- Click **Next**
- If you selected “Yes” on the prior screen, make the appropriate selection to indicate whether or not there is an adverse affect on unsecured creditors (If you selected “No” on the prior screen, this screen will not appear.)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**

- Notice of Electronic Filing is generated

## Rejection of Appointment

---

### Summary

When a Chapter 7 trustee determines that there is a conflict with a debtor in a particular case, a Rejection of Appointment is filed.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Rejection of Appointment** from available events
- Click **Next**
- Select the trustee as the filing party
- [Attach PDF](#)
- Click **Next**
- Select the trustee that is being removed from the case
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Report of Noncompliance (Text)

---

### Summary

The Chapter 13 trustee files a Report of Noncompliance when a debtor fails to comply with the terms of a prior order or terms approved at a hearing on a Motion to Dismiss, and the trustee wishes to have the case dismissed.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Report of Noncompliance (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Check the box next to the order the report of noncompliance relates to
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Report of Sale

---

### Summary

A Report of Sale is filed by the trustee after a public sale of personal property takes place. The report contains a description of the property, the final sale price, the name of the purchaser, the names of the bidders and bid amounts.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Report of Sale** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box if the report relates to an existing document in the case
- Click **Next**
- Check the box next to the document the report relates to (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**

- Notice of Electronic Filing is generated

## Report of Sale and Application for Compensation

---

### Summary

A Report of Sale and Application for Compensation is filed by the trustee after a public sale of personal property takes place. The report contains a description of the property, the final sale price, the name of the purchaser, the names of the bidders and bid amounts. In addition, the trustee may apply to the court for compensation for the auctioneer that conducted the sale.

**Notice:** None - 14 day recommendation only\*

**Service:** BA\*

\*The report requires only a 14 day recommendation as long as the Notice of Public Sale set out the auctioneer's fees. Otherwise, 21 day notice to all creditors is required.

---

### Filing

- Select ***Bankruptcy***
- Select ***Trustee***
- Enter case number
- Click ***Next***
- Select ***Report of Sale & Application for Compensation*** from available events
- Click ***Next***
- Select both the trustee and auctioneer as the filing parties by holding down the Ctrl key
- Click ***Next***
- [Attach PDF](#)
- Click ***Next***
- Click ***Next***
- Enter the fees and expenses requested under the appropriate applicant only. Select the role of the applicant in the case from the drop down box under "Type". Check the box next to "Filer" beneath the trustee's name. You may enter the dates of service under "From" and "To", but these fields are not required.
- Click ***Next***

- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Report of Sale, Motion for Confirmation and Application for Compensation

---

### Summary

A Report of Sale, Motion for Confirmation and Application for Compensation is filed by the trustee after a public sale of real property takes place. The report contains a description of the property, the final sale price, the name of the purchaser, the names of the bidders and bid amounts. In addition, the trustee may apply to the court for compensation for the auctioneer that conducted the sale.

**Notice:** None - 14 day recommendation only\*

**Service:** BA\*

\*The report requires only a 14 day recommendation as long as the Notice of Public Sale set out the auctioneer's fees. Otherwise, 21 day notice to all creditors is required.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Report of Sale, Motion & Compensation** from available events
- Click **Next**
- Select both the trustee and auctioneer as the filing parties by holding down the Ctrl key
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Recommendation due date appears
- Click **Next**
- Enter the fees and expenses requested under the appropriate applicant only.  
Select the role of the applicant in the case from the drop down box under "Type".

Check the box next to “Filer” beneath the trustee’s name. You may enter the dates of service under “From” and “To”, but these fields are not required.

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Request for Additional Time to Submit Order/Consent Order

---

### Summary

Typically, parties are given 30 days after a hearing within which to submit the related order/consent order. This entry is docketed when the parties require additional time in order to submit the order/consent order.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Request for Additional Time to Submit Order/Consent Order (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Check the box next to the matter the order/consent order relates to
- Click **Next**
- Select the appropriate radio button to indicate how much additional time is requested
- Click **Next**
- If you selected “Other” on the prior screen, enter the number of days requested in the text box. (If you selected any of the other options on the prior screen, this screen will not appear.)
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification. Enter the reason for requesting additional time in the text box.

- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Request for Dismissal Order (Text)

---

### Summary

A Request for Dismissal is filed by the Chapter 13 trustee when no responses have been filed to a Trustee's Motion to Dismiss. This notifies the court that the order may be entered dismissing the case.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Request for Dismissal Order (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing requests for dismissal in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Request for Notice of Claim (Text)

---

### Summary

A claim may be filed by the debtor or trustee on behalf of a creditor in any chapter. This docket entry prompts the court to notify the creditor of the filing of a claim.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Request for Notice of Claim (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Enter the name of the claimant in the first text box. Enter the date the claim was filed in the second text box. Enter the address of the claimant in the third text box.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Request for Special Charges (Text)

---

### Summary

This request will be filed by the trustee in a Chapter 7 asset case prior to filing the Final Report to ensure that no outstanding court fees are due.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Request for Special Charges (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing requests for special charges in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Request to Continue 341 Meeting (Text)

---

### Summary

The Chapter 13 trustee files this request in order to ask the court to continue the 341 Meeting of Creditors in a case.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number(s)
- Click **Next**
- Select **Request to Continue 341 Meeting (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Select the appropriate radio button to indicate whether the 341 is to be continued as to the Debtor Only, Joint Debtor Only or both the Debtor and Joint Debtor
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing requests to continue the 341 in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Requirement to Modify Plan

---

### Summary

When the Chapter 13 plan is not feasible, the trustee will file a notice informing the debtor(s) that a plan modification is necessary. This allows the debtor(s) time to file a Motion to Modify Plan. If a motion is not filed, the trustee may move for dismissal of the case.

**Notice:** 21 days

**Service:** D, DA

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Requirement to Modify Plan** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Undeliverable Mail - Creditor (Text)

---

### Summary

A Notification of Returned or Undeliverable Mail is filed by a trustee in order to notify the court that a document he mailed to a creditor was returned to his office as undeliverable.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Undeliverable Mail - Creditor (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Enter the name of the creditor in the first text box. Enter the address in the second text box.
- Click **Next**
- Select the category of the document the undeliverable mail relates to
- Click **Next**
- Check the box next to the document the undeliverable mail relates to
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdrawal of Ch. 7 Trustee's Report of No Distribution (Text)

---

### Summary

The Chapter 7 trustee may withdraw a Report of No Distribution that was previously filed if he determines that there are assets available for distribution to creditors.

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Withdrawal of Trustee's Report of No Distribution (Text)** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdrawal of Document

---

### Summary

A Withdrawal of Document is filed when a party wishes to withdraw a previously filed pleading.

**Service:** All parties served with the original pleading

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Withdrawal of Document** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box next to the document that is being withdrawn
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdrawal of Text Entry

---

### Summary

This event is used by the trustee in order to withdraw a previously filed text entry (ex. Report of Noncompliance).

---

### Filing

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Withdrawal of Text Entry** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Review display message
- Click **Next**
- Select the category of the text entry that is being withdrawn
- Click **Next**
- Check the box next to the text entry that is being withdrawn
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- This event should not be used for withdrawing a Trustee's Report of No Distribution. The "Withdrawal of Trustee's Report of No Distribution" event should be used.
- This event should not be used for withdrawing a docket entry that has an attached PDF. The "Withdrawal of Document" event should be used.

## Withdrawal of Trustee's Motion to Dismiss

---

### Summary

This entry is docketed when the Chapter 13 trustee wishes to withdraw a previously filed Motion to Dismiss.

**Service:** D, DA

### Filing

---

- Select **Bankruptcy**
- Select **Trustee**
- Enter case number
- Click **Next**
- Select **Withdrawal of Trustee's Motion to Dismiss** from available events
- Click **Next**
- Select the trustee as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the motion that is being withdrawn
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Add a Party

---

### Procedure

- Search for the party by last/business name
- Click **Search**
- If the search result returns the correct party, select the party from the party search results
- Click **Select name from list**
- If the search result does not return the correct party, click **Create new party**
- Complete all applicable fields on the party information screen. Be sure to select the appropriate role type from the drop down box.
- Click **Submit**
- If adding more than one party, repeat the above steps
- Once all parties have been added, click **End party selection**

## Attaching a PDF Document

---

### Procedure

- Click **Browse**
- Highlight the appropriate PDF document
- Right click on the document
- Click **Open**
- Review the document to make sure you are attaching the correct file
- Close the document by clicking the “x” in the upper right-hand corner of the screen
- Click **Open**
- If filing contains attachments, select “Yes” for *Attachments to Document*, and see below for instructions. If not, click **Next**.

---

### Attachments

- (Step 1) Click **Browse**
- Highlight the appropriate PDF document
- Right click on the document
- Click **Open**
- Review the document to make sure you are attaching the correct file
- Close the document by clicking the “x” in the upper right-hand corner of the screen
- Click **Open**
- (Step 2) Choose a category to describe the attachment from the drop down box. If none of the choices are appropriate, type in a brief description of the document.
- (Step 3) Click **Add to List**
- Repeat this procedure until all attachments have been added
- Click **Next**

---

**Notes**

- It is the court's preference that all documents be combined into one PDF versus filing separate attachments. For example, a Motion, Notice of Motion and Certificate of Service should all be combined into one PDF rather than filing each separately.