

# Appointment of Successor Trustee

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Appointment of Successor Trustee** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select moving party (i.e. U.S. Trustee).
  - Click **Next**.
- STEP 6.** Select trustee(s) no longer associated with case.
- Click **Next**.
- STEP 7.** Add appropriate trustee from the event list. To conduct a faster search, enter the first letter of the trustee's surname.
- Click **Next**.
- STEP 8.** The attach the PDF document screen displays.
- Click **Browse** to select the appropriate PDF to attach.
  - Click **Next**.
- STEP 9.** A case verification screen displays.
- Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.