

Chapter 7 Trustee's Final Report

- 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.** Select **Chapter 7 Trustee's Final Report** from the event list.
- Click **Next**.
- STEP 5.** Select the Party.
- Click **Next**.
- STEP 6.** **Is Balance on hand \$1500 or less?**
- Select the appropriate button **Yes** **No (defaults to No)**
 - Click **Next**.
- STEP 7.** A case verification screen displays. **NOTE:** No case verification screen will display if you answer "Yes" in **STEP 6**. Proceed to **STEP 8**.
- Click **Next**.
- STEP 8.** If case had filing fees waived, the following notation will display:

NOTE: This case has unpaid filing fees. Be sure you have included them in your report.

- Click **Next**.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Select a modifier from the drop-down list if appropriate.
- If no modifier required, accept the default value (i.e., blank).
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- If you answered “**Yes**” in **STEP 6**, the following docket text will display:

Trustee’s Final Report and Application for Compensation. Approved as to Form and on Behalf of Trustee. Filed by (your name).

- If you answered “**No**” in **STEP 6**, the following docket text will display:

Trustee’s Final Report and Application for Compensation, and Notice Thereon. Approved as to Form and on Behalf of Trustee. Objections to Final Report due by (the date will automatically be entered). Filed by (your name).

- Confirm the docket text is correct.
- Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.