

# Statement of Inability to Appoint Creditors Committee

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Select **Stmt Inability to Appoint Creditors Committee** from the event list.
- Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select **US Trustee, Portland** or **US Trustee, Eugene**, whichever is appropriate.
  - Click **Next**.
- STEP 6.** Click **Browse** to select the appropriate PDF to attach (**IS THIS GOING TO BE A TEXT ONLY EVENT?**)
- Click **Next**.
- STEP 7.** A case verification screen appears.
- Click **Next**.
- STEP 8.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
  - Click **Next**.
- STEP 9.** The **Notice of Electronic Filing** screen displays.