

Trustee's Final Account

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Batch Filings**.
- STEP 3.** The **Case Number(s)** screen displays.
- Insert the case number(s) using the YY-NNNNN format.
 - Return after entering each case number.
 - After the last case number is entered, click **Next**.
- STEP 4.** Select **Trustee's Final Account** if a Chapter 7 Case, or **Chapter 13 Trustee's Final Account and Report** if a Chapter 13 Case, from the event list.
- Click **Next**.
- STEP 5.** A case verification screen displays.
- Click **Next**.
- STEP 6.** If this is a group of Chapter 13 Cases, you will see a screen that says:
- Terminate Pending Deadlines**, with the **Final Report** box checked If you are filing multiple Trustee's Final Accounts, you may click **Select All**.
 - Click **Next**.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach to each case listed.
- Click **Next**.
- STEP 8.** A case verification screen displays for Chapter 7 Cases.
- Click **Next**.
- STEP 9.** For Chapter 13 Cases the **Docket Text: Modify as Appropriate** screen displays.
- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank. Be certain to group like filings (e.g. Supplemental, First Modified, etc.) together.

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.