

# Trustee's Motion To Dismiss Case

**NOTE:** This procedure is to be used if the party filer is a Trustee; if the party filer is **NOT a Trustee**, the Motions procedure should be used!

## INTRODUCTION:

- Chapter 12 or 13 Trustees filing a Motion To Dismiss using the Court's LBF should use the Batch event.
- If filing a Motion To Dismiss Adversary Proceeding, the Motions procedure should be used.
- If one debtor in a joint case failed to attend the meeting of creditors or the debtors are not married, use the Motion to Sever Case (Chapter 07) event.

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Motions/Applications**.

**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 the **Dismiss Case** from the event list.
- ☐ Click **Next**.

**STEP 5.** The **Party Selection** screen displays.

- ☐ Select the trustee.
- ☐ Click **Next**.

**STEP 6.** Confirm the Debtor(s) name(s) and case number are correct.

- ☐ Click **Next**

**STEP 7.** Answer the question: **Did Debtor Complete the Meeting of Creditors?** click on the Radio Button which corresponds with the correct answer. (Defaults to **No**.) If **Yes**, continue with **STEP 8**. If **No**, continue with **STEP 9**.

- ☐ Click **Next**.

**STEP 8.** At **Select the reason for dismissing below**:

- ☐ Click on the Radio Button which corresponds with the reason for dismissal.
- ☐ Click **Browse** and attach the appropriate pdf.
- ☐ Click **Next** and continue with **STEP 10**.

**STEP 9** A confirmation screen displays.

- ☐ Click **Next**.

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

- ☐ Use the drop down list to select any extra information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank
- ☐ Click **Next**.

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

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

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