

Trustee's Motion To Sever 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:

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 **) event and follow the procedures below.

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 **Sever Case (Chapter **)** from the event list.
- Click **Next**.

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

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

STEP 6. A case confirmation screen displays.

- Confirm the debtor(s) name(s) and case number are correct.
- Click **Next**.

STEP 7. Answer the questions:

- Did Debtor Complete the Meeting of Creditors?** click on the Radio Button which corresponds with the correct answer. (Defaults to **No.**)
- Debtors Are Married?** Click on the Radio Button which corresponds with the correct answer. (Defaults to **Yes**)
- Click **Next**.

STEP 8. A case confirmation screen displays

- Click **Next**.

STEP 9 **Enter Name of Debtor to be Severed**

- Enter the name of the debtor to be severed from the case.
- 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.