

# Chapter 7 Trustee's Report of No Distribution Dismissed or Converted

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

**STEP 2.** Click on **Trustee/US Trustee**.

**STEP 3.** Insert the case number using the YY-NNNNN format.

Click **Next**.

**STEP 4.** Select the appropriate event:

**Chapter 7 Trustee's Report of No Distribution - dismissed or converted, no funds**

**-OR-**

**Chapter 7 Trustee's Report of No Distribution - dismissed or converted, some funds collected**

Click **Next**.

**STEP 5.** Select the Party Filer (Trustee).

Click **Next**.

**STEP 6.** A case verification screen displays.

Click **Next**.

**STEP 7.** If you select **Chapter 7 Trustee's Report of No Distribution - dismissed or converted, some funds collected** the screen displays:

**Enter or edit the required data below**  
**Assets Collected**

Enter the appropriate amount.

Click **Next** twice and proceed to **STEP 8**.

If you select **Chapter 7 Trustee's Report of No Distribution - dismissed or converted, no funds** case verification screen displays. Click **Next** twice and proceed to **STEP 8**.

**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. This is a Text Only Event. There will be no hyperlink to a document from the document number.