

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.
 - Click on **Find this case** after each case number is entered.
 - 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**. For Chapter 7 cases, continue with **STEP 5**. For Chapter 13 cases, continue with **STEP 6**.
- STEP 5.** A case verification screen displays for Chapter 7 Cases.
- Click **Next**.
- STEP 6.** Click **Browse** to select the appropriate PDF to attach to each case listed.
- Click **Next**.
- STEP 7.** 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 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.