

# Appointment of Successor Trustee

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Batch Filings**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number(s) using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Each case number will appear above the **Available Events** list as a hyperlink to the respective docket report. This is an opportunity to verify each case before proceeding. Confirm the debtor(s) name(s) and case number(s) are correct.
- Select **Appointment of Successor Trustee** from the event list.
  - Click **Next**.
- STEP 5.** The **Select the trustee or trustees no longer associated with the case** screen displays.
- Select the trustee no longer associated with the case.
  - Click **Next**.
- STEP 6.** The **Add trustee** screen displays.
- Add appropriate trustee from the drop-down list.
  - 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.
  - Click **Next**.

**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.