

# Batch Processing Overview

In ECF, **Batch** processing has been developed for filing multiple documents. This process files the same type of document (e.g., for a Chapter 13 Trustee, a Trustee's Motion to Dismiss) to different cases in one operation. This feature can expedite case administration for trustees and court users.

Each case included in **Batch Filings** will share an identical docket text.

A separate **Notice of Electronic Filing** is produced for each case and only sent to the appropriate recipients.

An event listed under **Batch Filings** may be available under another menu category so the same event can be docketed separately as well.

Objection to Confirmation of Plan is a common example of a pleading used for **Batch** processing. The feature allows different case numbers and names as well as standard language to appear on each pleading so each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the court) in a faster and more efficient manner. Another common example of **Batch** filings is the Chapter 13 Trustee's Final Account and Report (see below for a sample procedure).

## CHAPTER 13 TRUSTEE'S FINAL ACCOUNT AND REPORT:

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

**STEP 2.** Click on **Batch Filings**.

**STEP 3.** The **Case Number** screen displays.

- Each case number should be typed in this extendable window.

**NOTE:** The system will validate each case listed. If any of the case numbers are invalid, an error message will appear and you will have the chance to replace any invalid case numbers after hitting the **Back** button.

- Click **Next**.

**STEP 4.** A document selection screen displays.

- Each case number and title 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.
- Select the appropriate event (e.g. Chapter 13 Trustee's Final Account and Report). Note that depending on which document you file under **Batch Filings**, the exact numbers of steps will vary slightly.
- Click **Next**.

**STEP 5.** The PDF attachment screen displays with a **Browse** window for each of the target cases.

- Click **Browse** to select each and every appropriate PDF to attach.
- When the correct PDF files have been associated for all the cases, click **Next**.

**STEP 6.** 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 or leave blank.
- Click **Next**.

**STEP 7.** The **Docket Text: Final Text** screen displays.

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

**STEP 8.** The **Notice of Electronic Filing** screen displays.