

Chapter 12 Trustee's Final Report and Account

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.
- 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 **Chapter 12 Trustee's Final Report and Account** from the event list..
 - Click **Next**.
- STEP 5.** Select the party filer.
- Click **Next**.
- STEP 6.** Click **Browse** to select the appropriate PDF to attach.
- 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.