

# Trustee's Motion to Dismiss (Ch 13) (Batch Filing)

**NOTE:** If case was previously converted from Chapter 7, use Trustee's Motion to Convert.

- 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.
  - Click **Next**.
- STEP 4.** A document selection screen displays.
- Each case number will appear above the document window as a hyperlink to the respective docket report. This is an opportunity to verify each case before proceeding.
  - Select **Trustee's Motion to Dismiss**.
  - 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 and/or use the free text box (up to 30 characters) to add important information or leave both 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.