

Trustee's Report

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Click **Trustee's Report** from the event list.
- Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Does this Report Relate to a Document that has been Filed? y or n:** Defaults to No.
- If report relates to a document that has been filed, change default to yes and click **Next**.
 - If the report does not relate to a document that has been filed, leave the default at no, click **Next** and proceed with STEP 8.
- STEP 7.** Select the document the report relates to by clicking on the box next to the appropriate document.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
 - Skip to **STEP 9**.
- STEP 8.** At **Concerning?**, type the name of the relating document/issue.

Click **Browse** to select the appropriate PDF to attach.

Click **Next**.

STEP 9. 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 10. The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.