

CHAPTER 13 TRUSTEE FINAL REPORT - MISCELLANEOUS

Use this event to file a Final Report in a case that is being transferred to another district, a Final Report in a member case of a Consolidation or a Final Report in a case where the plan is not yet completed and the court has granted a hardship.

STEP 1 Select **Bankruptcy** from main menu

STEP 2 Select **Trustee Events** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Chapter 13 Trustee Final Report - Miscellaneous** from drop down menu; click [NEXT]

STEP 5 **Select the Party** or click **Add/Create New Party**; click [NEXT]

STEP 6 Upload the PDF document and any attachments (ie: Certificate of Service, Proposed Order); click [NEXT]

☛ *TIP - Be sure to upload the correct .pdf. After Browsing your files, right click on your file name and select open from the pop up menu. If you upload the wrong .pdf and notice the error while you are still on this screen, highlight the file name and click REMOVE from the list.*

STEP 7 Variable box displays, *Enter if case is Transferred, Consolidated or Hardship*; click [NEXT]

STEP 8 Docket text appears. Other than a selection from the Prefix box, the docket text cannot be modified. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

*[Prefix selection] Chapter 13 Trustee Report and Account (Case Transferred).
Filed by Test Trustee.*

STEP 9 *Notice of Electronic Filing* displays