

NOTICE APPOINTING TRUSTEE

This event is used by the United States Trustee to immediately appoint a trustee in an Involuntary case. This event does not generate a notice. After the debtor files all required schedules, the United States Trustee will complete the *Meeting of Creditors* event which will generate the appropriate notice to all creditors.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice Appointing Trustee** from the drop down list; click [NEXT]
- STEP 5** Select the Party or click *Add/Create New Party*; click [NEXT]
- STEP 6** Upload PDF file; click [NEXT]
- STEP 7** Click down arrow and select the trustee to be appointed; click [NEXT]
- STEP 8** Confirm case information; click [NEXT]
- STEP 9** Docket text appears; review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Notice of Appointment of Trustee [name] Filed US Trustee .

- STEP 10** *Notice of Electronic Filing* displays.