

NOTICE RE: CREDITORS COMMITTEE

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice Re Creditors' Committee** 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** Select the appropriate radio button for *Appointed* or *Not 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 Re: Creditors' Committee. Creditors Committee [Appointed or Not Appointed]. Filed by Test Trustee.

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