

**NOTICE REJECTING APPOINTMENT OF TRUSTEE**

This event is used by panel trustees to reject appointments by the United States Trustee.

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- STEP 1**      Select **Bankruptcy** from main menu
- STEP 2**      Select **Trustee Events** category
- STEP 3**      Enter case number; click [NEXT]
- STEP 4**      Select **Notice Rejecting Appointment of Trustee** 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**      Confirm case information; click [NEXT]
- STEP 8**      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 Rejecting Appointment of Trustee filed by Test Trustee.*

- STEP 9**      *Notice of Electronic Filing* displays