

NOTICE OF ASSETS

This event is only used when assets are found in a case that is designated as NO ASSET. This event triggers a BNC notice to all creditors which provides a bar date for filing claims.

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 of Assets** 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** Screen displays, *Proof of Claims Deadlines* and also a *One year follow up deadline*; 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 Assets and Request for Notice to Creditors filed by Test Trustee. Proofs of Claim due by [date calculates]. Follow up deadline is [date calculates]

STEP 10 *Notice of Electronic Filing* displays