

**UST STATEMENT OF REVIEW - FINAL REPORT**

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **UST Statement of Review - Final Report** 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 boxes display, *Enter Fee Amount Requested* and *Enter Expense Amount Requested*. You must include \$ sign. Note the 180 day follow up deadline date; 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**

*US Trustee Statement of Review - Final Report. Fees Requested [free text]. Expenses Requested [free text] Filed by Test Trustee. Follow up deadline is [date].*

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