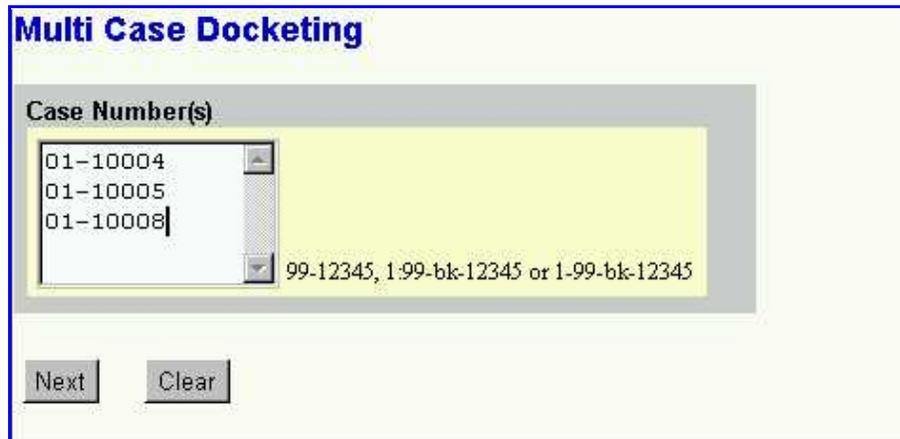


MULTI-CASE FILING (chapter 7 no asset report)

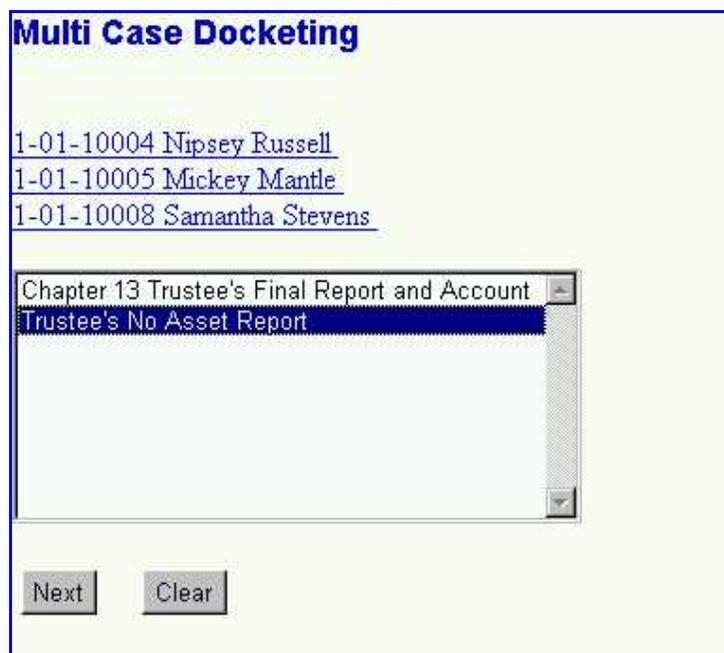
STEP 1 Select **Bankruptcy** from the Main Menu, then click on **Multi-Case Docketing** from the *Bankruptcy Events* menu.

STEP 2 Enter Case Numbers in scroll box, then click on **Next**.



The screenshot shows a window titled "Multi Case Docketing". Inside, there is a section labeled "Case Number(s)" with a scrollable list box containing the following text: "01-10004", "01-10005", and "01-10008". Below the list box, there is a small text field containing the example "99-12345, 1-99-bk-12345 or 1-99-bk-12345". At the bottom of the window, there are two buttons: "Next" and "Clear".

STEP 3 The **File a Document (Multi-Case Docketing)** screen appears. Highlight your selection, then click on Next



The screenshot shows the same "Multi Case Docketing" window. The scrollable list box now displays the following text: "1-01-10004 Nipsey Russell", "1-01-10005 Mickey Mantle", and "1-01-10008 Samantha Stevens". Below this, there is a scrollable list of document types: "Chapter 13 Trustee's Final Report and Account" and "Trustee's No Asset Report". The "Trustee's No Asset Report" option is highlighted in blue. At the bottom of the window, there are two buttons: "Next" and "Clear".

STEP 4 **Docket Text: Modify as Appropriate** screen appears. This screen allows for addition of prefix and/or additional text.

Multi Case Docketing : [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Docket Text: Modify as Appropriate.

Trustee's No Asset Report . (Langlois, Charles)

To add a prefix to text:

- ◆ Click on ▼ arrow next to the box.
- ◆ Click on the correct modifier.

To add additional text:

- ◆ Click on the blank text box.
- ◆ Key in any additional text to further describe the entry.
- ◆ Click on **Next** to continue or **Clear** to clear additional text and begin again.

Final Text

Verify docket entry:

- ◆ If correct, click on **Next** to submit filing.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.

Multi Case Docketing : [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Docket Text: Final Text

Trustee's No Asset Report. (Langlois, Charles)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give confirmation that the system has received the entry and is now an official court document.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Multi Case Docketing : [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Notice of Electronic Filing

The following transaction was received from Langlois, Charles on 7/9/2001 at 4:07 PM EST

Case Name: Nipsey Russell
Case Number: [1-01-10004](#)
Document Number: 4

Case Name: Mickey Mantle
Case Number: [1-01-10005](#)
Document Number: 4

Case Name: Samantha Stevens
Case Number: [1-01-10008](#)
Document Number: 4

Docket Text:
Trustee's No Asset Report. (Langlois, Charles)

Print receipt

STEP 1 Click on **File** at top of Netscape screen.

STEP 2 Select **Print Frame** *OR* click on the Printer Icon at the top of the page.

[NOTE: It is strongly recommended that copies of receipts be maintained for your records]