# BATCH FILING (Chapter 7, 13 selective entries only)

The following instructions will guide you through the process of docketing the same event in multiple cases.

• **Chapter 13 Trustee's Final Report and Account (batch)**
• **Chapter 13 Trustee's Final Report and Account for a Converted Case (batch)**
• **Chapter 13 Trustee's Final Report and Account for a Dismissed Case (batch)**
• **Chapter 13 Trustee's Motion to Dismiss Case (batch)**
• **Chapter 13 Trustee's Motion to Dismiss Case with prejudice (batch)**
• **Trustee's Certification of Completed Plan (batch)**
• **Trustee's Interim Report / Delayed Final Report (batch) (CHAPTER 7 ONLY)**
• **Trustee's Letter (batch)**

[Note: If selecting Chapter 13 Trustee's Motion to Dismiss Case <u>all</u> hearing dates/times/ and locations <u>must be the same</u>.}

STEP 1   Select **Bankruptcy** from the Main Menu, then click on **Batch Filings** from the *Bankruptcy Events* menu.
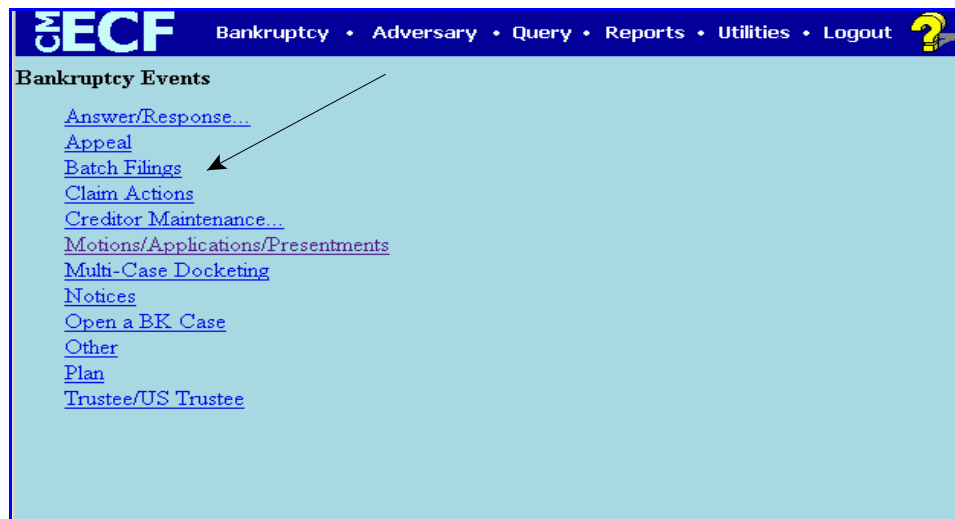
STEP 2 Enter Case Numbers in scroll box, then click on **Next**.

File a Court document

Case Number(s)

```
01-10003
01-10004
01-10005
```
99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next   Clear

STEP 3 **File a Document** screen appears. Highlight your selection, then click on Next.

File a Court document

1-01-10004 Nipsey Russell
1-01-10005 Mickey Mantle
1-01-10008 Samantha Stevens

Trustee's Motion to Dismiss Case (batch)
Trustee's Objection to Confirmation of Plan (batch)

Next   Clear

STEP 4 A second **File a Document** screen appears for attachment of files/documents to enter.

- Type filename in the box, or click on **Browse** to search for file.
- After all files identified, click on **Next**.

STEP 5 **Click Next again** to Continue to the Final Text Screen

STEP 6 Review **"Final Text"** screen for accuracy

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.

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.

Print receipt

File a Court document: **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 3:38 PM EST

Case Name: Nipsey Russell
Case Number: 1-01-10004
Document Number: 3
Case Name: Mickey Mantle
Case Number: 1-01-10005
Document Number: 3
Case Name: Samantha Stevens
Case Number: 1-01-10008
Document Number: 3

Docket Text:
Trustee's Motion to Dismiss Case. (Langlois, Charles)

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]