

United States Bankruptcy Court Eastern District of New York

ECF Tip of the Month

Case Opening Asset Notice Field

When filing a bankruptcy case on line using the event, **Open Voluntary Case**, do not change the **Asset Notice** field. The system is set up to default to the correct option.

For **Chapter 7** cases, the Asset Notice field defaults to **No** – Do not change this setting.

The case trustee will make the determination as to whether a **Chapter 7** case has assets and will docket the event, *Trustee's Discovery of Assets*. The next day, the Notice of Discovery of Assets is automatically generated to all parties and the docket entry, *Notice of Discovery of Assets Proofs of Claim due by ___(date)___*, is automatically entered on the docket. In addition, the Trustee's docket entry automatically changes the status of the of the former **No Asset** case to **Asset**.

For **Chapter 11** cases, the Asset Notice field defaults to **Yes** – Do not change this setting. For **Chapter 13** cases, the Asset Notice field defaults to **Yes** – Do not change this setting.

The screenshot shows the ECF system interface for an "Open Voluntary Bankruptcy Case". The "Asset notice" field is set to "No" and is highlighted with a red arrow. The "Type of debtor" section includes radio buttons for Individual, Corporation (includes LLC & LLP), Partnership, and Other. The "Nature of business" section includes radio buttons for Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, and None of the above.

We encourage you to share this document with those on your staff that assist with e-filing. If you have any questions, please call our help desk before you file that document. The numbers are 347-394-1700, then press 6 (Brooklyn) and 631-712-6200, then press 6 (Central Islip).