

## TRUSTEE/US TRUSTEE EVENT LIST

Revised 5/19/09

### Bond

- Chapter 12 Trustee's Final Report and Account
- Chapter 13 First Meeting of Creditors Held and Closed
- Chapter 13 Trustee's Final Report and Account
- Chapter 13 Trustee's Final Report and Account for a Converted Case
- Chapter 13 Trustee's Final Report and Account for a Dismissed Case
- Chapter 13 Trustee's Letter of Conflict
- Chapter 7 Trustee's No Objection to Motion to Lift Stay
- Chapter 7 Trustee's Report of No Distribution - Dismissed or Converted, No Funds
- Chapter 7 Trustee's Report of No Distribution - Dismissed or Converted, Some Funds Collected
- Chapter 7 Trustee's Report of No Distribution - Minimal Funds Collected
- Chapter 7 Trustee's Report of No Distribution - No Funds
- Notice of Continuance of Meeting of Creditors
- Recision of Chapter 7 Trustee's Report of No Distribution
- Request by Ch 7 Trustee to Adjourn Motion to Dismiss
- Request by Ch 7 Trustee to Grant Motion to Dismiss
- Request by Ch 7 Trustee to Withdraw Motion to Dismiss
- Trustee's Certification of Completed Plan
- Trustee's Interim Report/Delayed Final Report
- Trustee's Letter of Assets
- Trustee's Motion Declining Dismissal of Case
- Trustee's Motion to Determine Value of Property
- Trustee's Motion to Dismiss Case
- Trustee's Objection to Confirmation of Chapter 13 Plan
- Trustee's Report of Sale
- Trustee's Statement Re: Failure to Appear at Meeting of Creditors
- Worksheet
- ~Appointment of Ombudsman
- ~Chapter 7 Trustee's Final Account and Distribution Report
- ~Chapter 7 Trustee's Final Report and Application for Commissions
- ~Letter from UST for Deficiency
- ~Motion to Dismiss Chapter 7 Case for Abuse under 11 USC 707 by UST
- ~Notice Appointing Successor Trustee *(allows selection of Trustee)*
- ~Notice Appointing Trustee *(allows selection of Trustee)*
- ~Notice Appointing Trustee on Conversion
- ~Notice of Appointment of Creditors' Committee
- ~Notice of Appointment of Examiner
- ~Notice of Hearing of Trustee's Final Report and Applications for Compensation
- ~Objection to Professional Fees
- ~Selected for Audit
- ~Statement of Change of Presumed Abuse by UST

- ~Statement of Inability to Appoint Creditors' Committee
- ~Statement of Inability to Determine Presumed Abuse by UST
- ~Statement of No Means Testing Documents by UST
- ~Statement of No Presumed Abuse by UST
- ~Statement of Presumed Abuse by UST
- ~Statement of US Trustee Re:
- ~Supplemental Statement No Presumed Abuse by UST
- ~Supplemental Statement Presumed Abuse by UST
- ~Trustee's Rejection of Appointment
- ~US Trustee's Declination

**Batch Filing Events** - *See Procedure in Series 6100 in Attorney Manual*

- 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 for Failure to Make Plan Payments (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)
- Trustee's Motion Declining Dismissal of Case (batch)
- Trustee's Motion to Determine Value of Property (batch)

**Multi-Case Docketing Events** - *See Procedure in Series 6200 in Attorney Manual*

- Chapter 13 First Meeting of Creditors Held and Closed
- ~Statement of Change of Presumed Abuse by UST
- ~Statement of Inability to Determine Presumed Abuse by UST
- ~Statement of No Means Testing Documents by UST
- ~Statement of Presumed Abuse by UST
- ~Supplemental Statement No Presumed Abuse by UST
- ~Supplemental Statement Presumed Abuse by UST

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

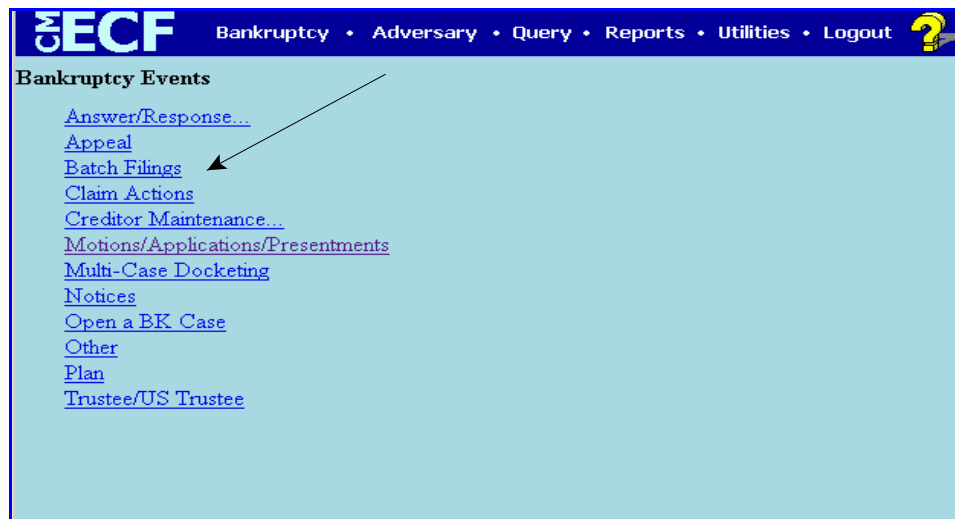
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The following instructions will guide you through the process of docketing the same event in multiple cases.

- 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 all hearing dates/times/ and locations must be the same.]*

**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.

**File a Court document:** [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Date document filed (mandatory)

<a href="#">1-01-10004 Nipsey Russell</a>	<input type="text"/>	<input type="button" value="Browse..."/>
<a href="#">1-01-10005 Mickey Mantle</a>	<input type="text"/>	<input type="button" value="Browse..."/>
<a href="#">1-01-10008 Samantha Stevens</a>	<input type="text"/>	<input type="button" value="Browse..."/>

- 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.

**File a Court document:** [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Docket Text: Final Text  
 Trustee's Motion to Dismiss Case. (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.

## 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]*

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## Trustee §341 Meeting Filings

*The new UST Form 101-7 No Distribution Report (NDR) requires specific data elements regarding each Chapter 7 no asset case and has variable text depending upon each individual case, and upon the situation the trustee determines for that case.*

*This NDR replaces the current No Distribution Report and will continue to be produced by CM/ECF as a virtual (text only) entry. There will not be a PDF document associated with this report.*

**This feature offers the following benefits:**

- The trustee's office is able to enter the outcome of the debtor(s) appearance and have the event immediately recorded to the case record
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Less chance of error
- Reduction of paperwork
- Termination or continuation of the calendar setting
- Notice of electronic filing certifying the entry

**The process is designed to be executed by the trustee. The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.**

### **INSTRUCTIONS:**

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1).



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen is presented. The trustee should select Trustee's 341 Filings.



Figure 2

**STEP 3** The **§341 MEETING DATE** screen is presented. (See Figure 3.)

The screenshot shows the 'Trustee's 341 Filings' screen. It features a date input field set to '8/4/2000' with a 'Calendar' button next to it. Below the date field are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ Enter the date of the §341 Meetings to be processed.
- ◆ Click **[Next]**.

**STEP 4** The **§341 MEETING PROCESSING** screen displays a list of debtors whose appearances had been scheduled for that day for that trustee. (See Figure 4.)

The screenshot shows the '§341 MEETING PROCESSING' screen. At the top, it displays the EECF logo and navigation links. Below this, it shows the court information: 'U.S. Bankruptcy Court', 'TTSD Training Database', 'Trustee Julian Mayfair', and 'Date: 8/4/2000'. The main part of the screen is a table with columns for Case No., No Action, Report of No-Distribution, Initial Report, Continue To, Date, Time, and AM/PM. The table lists four cases: 00-10002 ABC Corporation, 00-10029 Sam Redwood, 00-10122 Dale A. Daniels, and 99-50201 Keith Holloway and Latasha Holloway. The last case is highlighted with a blue background. At the bottom of the table are 'Submit' and 'Clear' buttons.

Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
<a href="#">00-10002 ABC Corporation</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">00-10029 Sam Redwood</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">00-10122 Dale A. Daniels</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">99-50201 Keith Holloway and Latasha Holloway</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8/10/2000	9:00	AM

Figure 4



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- ◆ There are 4 radio button choices for each case.
  - ◆ **Ex: “No Action”, “Report of No Distribution”, “Initial Report”, “Continue To”**
  
  - ◆ **Note:** The court has chosen to have the option of **No Action** as the default. **If the default is not applicable**, be sure to select the correct option.
  
  - ◆ The final docket text **cannot** be edited and will appear as the standard text produced from each event.

To enter all selections checked Click **[Submit]**

**Description of the (4) choices:**

- **No Action - No** processing will be done for this case. The case will not be removed from the list and will continue to appear for that date unless some action is taken.
  
- **Report of No Distribution (NDR) -** Now has **four** columns
  - No Funds
  - Dismiss/Convert/Reassign No Funds
  - Dismiss/Convert/Reassign Funds
  - Minimal Funds (**MIN**)
  
- **Initial Report -** To be used when the debtor(s) failed to appear at the initial meeting of creditors. The entry will be docketed to the case and the §341 meeting setting will be satisfied.

**Event will read:**

Trustee's Statement Re: Failure to Appear at Meeting of Creditors. Trustee will file Motion to Dismiss with Court.

**Note:** The Trustee's Office is required to file with the court a to **“Motion to Dismiss Case For Failure to Appear at Scheduled 341 Meeting”**.

- **Continue To -** This is used to set a new date & time for the

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continued meeting of creditors. When this option is selected, the entry will be docketed to the case and the previous meeting will be satisfied and the new date shall be set.

**Event will read:**

Notice of Continuance of First Meeting of Creditors on 5/1/2006 at 10:00 AM at 560 Federal Plaza, Room 562, CI, NY.

## ***Revised Trustee's 341 Filings Screen***

**Note:** Although the filing screen has been slightly revised, access to the Trustee's 341 Filings program remains the same. The trustee will select one option for each case.

❖ Featured in **Figure 1** are **(3)** columns that remain the same.

- **Column - No Action**
- **Column - Initial Report**
- **Column - Continue To**

Case No.	No Action	Report of No Distribution (NDR)				Initial Report	Continue To	Date	Time	AM/PM
		No Funds	Dismiss/Convert No Funds	Dismiss/Convert Funds	Min Funds					
05-10004 Priscilla Marie Beasley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
08-10003 Jeffrey Johnson and Lucille Johnson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
08-10008 Dagwood Cornelius Bumstead	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

**Figure 1** - Columns of Trustee's 341 Filings program that **remain** the same.

❖ The **Report of No Distribution (NDR)** now has **(4)** columns listed below and seen in **Figure 2**:

- **Column** - No Funds
- **Column** - Dismiss/Convert/Reassign No Funds
- **Column** - Dismiss/Convert/Reassign Funds
- **Column** - Minimal Funds

Case No.	No Action	Report of No Distribution (NDR)				Initial Report	Continue To	Date	Time	AM/PM
		No Funds	Dismiss/Convert No Funds	Dismiss/Convert Funds	Min Funds					
05-10004 Priscilla Marie Beasley								<input type="text"/>	<input type="text"/>	
06-10003 Jeffrey Johnson and Lucille Johnson								<input type="text"/>	<input type="text"/>	
06-10008 Dagwood Cornelius Bumstead								<input type="text"/>	<input type="text"/>	

**Figure 2 - NDR Report expanded to 4 columns.**

## 1. Chapter 7 Trustee's Report of No Distribution - No Funds

***NOTE: For cases not appearing in the Trustee's 341 Meeting Filing Program due to previously terminated 341 meetings i.e. cases dismissed, converted or reassigned to another Trustee - (Please see pg 16- "Single Case Docketing")***

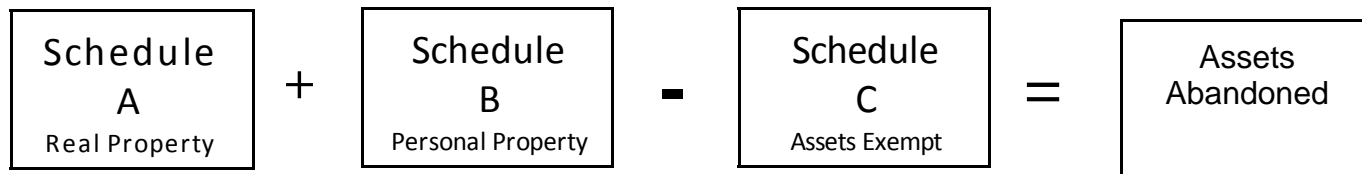
## **Trustee's 341 Filings Program**

- ❖ The screen below illustrates how the NDR **No Funds** report will be processed using the Trustee's 341 Filings program. Selecting the **No Funds** button will expand the screen to two new rows to display the fields used to produce the report.

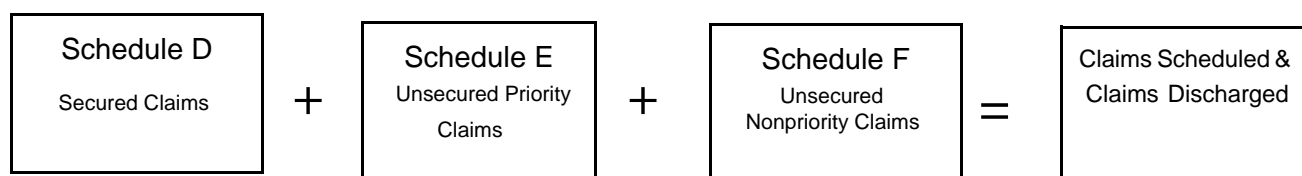
Case No.	No Action	Report of No Distribution (NDR)				Initial Report	Continue To	Date	Time	AM/PM
	No Funds	Dismiss/Convert No Funds	Dismiss/Convert Funds	Min Funds						
05-10004 Priscilla Marie Beasley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		Real Property (6A)	100000.00	Personal Property (6B)	50000.00	Assets Exempt (6C)	25000.00	Assets Abandoned	125000.00	
Claims Discharged	153616.00	Secured Claims (6D)	137645.00	Unsecured Priority Claims (6E)	0.00	Unsecured Nonpriority Claims (6F)	15971.00	Claims Scheduled	153616.00	

**Figure 3** Trustee's 341 Filings screen - **No Funds**

- ❖ **Figure 3** - Values shaded **grey** are from the debtor's schedules if previously entered in **CM/ECF**. The following fields **cannot** be modified:
  - Real Property (6A)
  - Personal Property (6B)
  - Secured Claims (6D)
  - Unsecured Priority Claims (6E)
  - Unsecured Nonpriority Claims (6F)
- ❖ The following data field **will be** accessible for entry or modification:
  - Assets Exempt (6C)
  - Assets Abandoned
  - Claims Discharged
  - Claims Scheduled
- ❖ The values in Schedule **A** plus Schedule **B** minus Schedule **C** calculate to the amount in **Assets Abandoned**.



- ❖ The values for Assets Abandoned and Assets Exempt **remain accessible** in the event the trustee needs to enter an amount that does not equal **A + B - C**. If the trustee enters an amount in either of these fields, the remaining values on the screen will **not** be **recalculated** nor **automatically** adjusted.
  
- ❖ The values in Schedule **D** plus Schedule **E** plus Schedule **F** calculate to total reported for **Claims Discharged** and also **Claims Scheduled**.



- ❖ The Claims Discharged and Claims Scheduled values remain accessible in the event the trustee needs to enter an amount that does not equal **D + E + F**. If the trustee enters an amount for either of these values, the remaining values on the screen will **not** be **recalculated** or **automatically** adjusted.
  
- ❖ The number of months pending will be calculated from today's date less the file date of the case.
  
- ❖ If values from the debtor's schedules **do not** apply to this report, the text report will display these values as "**Not Applicable.**"
  
- ❖ Otherwise, if the debtor's schedules have not been submitted when the **NDR - No Funds** is filed, the text report will display "**Not Available.**"

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Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report that I have neither received any property nor paid any money on account of this estate; that I have made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate; and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to Fed R Bank P 5009, I hereby certify that the estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 9 months. Assets Abandoned: \$ 125000.00, Assets Exempt: \$ 25000.00, Claims Scheduled: \$ 153616.00, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: \$ 153616.00.* Filed by *Trustee's Name* .

## 2. Chapter 7 Trustee's Report of No Distribution - Dismissed,

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## Converted or Reassigned - No Funds

***NOTE:*** For cases not appearing in the Trustee's 341 Meeting Filing Program due to previously terminated 341 meetings i.e. cases dismissed, converted or reassigned to another Trustee - (Please see pg 16- "Single Case Docketing")

### *Trustee's 341 Filings Program*

- ❖ When a case is Dismissed, Converted or Reassigned to Another Trustee where **No Funds** are available and no additional entry of data is required select **No Funds** radio button as shown in **Figure 4**.

Note: The row **will not** expand to display additional fields the way it does on the other **NDR reports**.

- ❖ All fields will be reported as "**Not Applicable.**"
- ❖ The number of months pending will be calculated from today's date less the date the trustee has filed the event to the date the case was opened/reopened or converted.

The screenshot shows the ECF (Electronic Case Filing) interface for the U.S. Bankruptcy Court. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main header area displays "U.S. Bankruptcy Court", "Live Database", "Trustee Julian Mayfair", and "Date: 9/5/2008". Below this is a table with columns for Case No., No Action, Report of No Distribution (NDR), Initial Report, Continue To, Date, Time, and AM/PM. The NDR column has sub-columns for No Funds, Dismiss/Convert No Funds, Dismiss/Convert Funds, and Min Funds. Two cases are listed: 05-10004 Priscilla Marie Beasley and 08-10003 Jeffrey Johnson and Lucille Johnson. For case 08-10003, the "Dismiss/Convert No Funds" radio button is selected.

Case No.	No Action	Report of No Distribution (NDR)				Initial Report	Continue To	Date	Time	AM/PM
		No Funds	Dismiss/Convert No Funds	Dismiss/Convert Funds	Min Funds					
05-10004 Priscilla Marie Beasley	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
08-10003 Jeffrey Johnson and Lucille Johnson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

**Figure 4** Trustee's 341 Filings screen - **Dismissed or Converted No Funds**

- ❖ All fields will be reported as "**Not Applicable.**"
- ❖ The number of months pending **will** be calculated from today's date less the date the trustee has filed the event to the date the case was opened/reopened or converted.

Chapter 7 Trustee's Report of No Distribution: I, <b><i>Trustee's Name</i></b> , having been appointed trustee of the estate of the above-named debtor(s), report that this case was <b>DISMISSED, CONVERTED, OR</b>
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**REASSIGNED.** I have neither received any property nor paid any monies on account of this estate. Pursuant to Fed R Bank P 5009, I hereby certify that the chapter 7 estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 4 months. Assets Abandoned: Not Applicable, Assets Exempt: Not Applicable, Claims Scheduled: Not Applicable, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: Not Applicable.* Filed by *Trustee's Name* .

**3. Chapter 7 Trustee's Report of No Distribution -  
Dismissed, Converted or Reassigned, Some Funds Collected**



***NOTE: For cases not appearing in the Trustee's 341 Meeting Filing Program due to previously terminated 341 meetings i.e. cases dismissed, converted or reassigned to another Trustee - (Please see pg 16 - "Single Case Docketing")***

### ***Trustee's 341 Filings Program***

- ❖ When a case has been converted, dismissed or reassigned and some funds were collected, only the field for **Assets Collected** is available.
- ❖ Selecting the Dismiss/Convert Funds button will display a field for entry of the amount of **Assets Collected** for that case as in **Figure 5**.

The screenshot shows the ECF Trustee's 341 Filings screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area displays the U.S. Bankruptcy Court Live Database for Trustee Julian Mayfair, dated 9/5/2008. A table lists cases with columns for Case No., No Action, Report of No Distribution (NDR), Initial Report, Continue To, Date, Time, and AM/PM. The first row shows Case No. 05-10004 Priscilla Marie Beasley. Below the table, the 'Assets Collected' field is set to 1054.00.

Case No.	No Action	Report of No Distribution (NDR)	Initial Report	Continue To	Date	Time	AM/PM
05-10004 Priscilla Marie Beasley	<input type="radio"/>	<input type="radio"/> No Funds <input type="radio"/> Dismiss/Convert No Funds <input checked="" type="radio"/> Dismiss/Convert Funds <input type="radio"/> Min Funds	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assets Collected: 1054.00

**Figure 5** Trustee's 341 Filings screen - **Dismissed or Converted, Some Funds**

- ❖ The only **key** information appearing on the **NDR** Dismissed, Converted or Reassigned, Some Funds report is **Total Collected Funds** and the **calculation of months** the case was pending.
- ❖ The number of months pending will be calculated from today's date less the date the trustee has filed the event to the date the case was opened/reopened or converted.

**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report that this case was DISMISSED, CONVERTED, OR REASSIGNED. I collected funds totaling: **\$1054.00**. All funds have been**

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returned or transferred to the successor trustee. All bank statements and canceled checks, if any, have been submitted to the United States Trustee. The bank statements reflect a final zero balance and no other funds or assets of the estate remain in my custody. Pursuant to Fed R Bank P 5009, I hereby certify that the chapter 7 estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 5 months. Assets Abandoned: Not Applicable, Assets Exempt: Not Applicable, Claims Scheduled: Not Applicable, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: Not Applicable.* Filed by *Trustee's Name.*

#### 4. Chapter 7 Trustee's Report of No Distribution - Minimal Funds Collected

***NOTE: For cases not appearing in the Trustee's 341 Meeting Filing Program due to previously terminated 341 meetings i.e. cases dismissed, converted or reassigned to another Trustee - (Please see pg 16 - "Single Case Docketing")***

### ***Trustee's 341 Filings Program***

- ❖ The screen in **Figure 6** illustrates the Minimal Funds Collected NDR
- ❖ Figures shown in **grey** are values from the debtor's schedules if previously entered in CM/ECF. These values **cannot** be modified:
  - Real Property **(6A)**
  - Personal Property **(6B)**
  - Secured Claims **(6D)**
  - Unsecured Priority Claims **(6E)**
  - Unsecured Nonpriority Claims **(6F)**
- ❖ The following data field **will be** accessible for entry or modification
  - Assets Collected
    - Assets Exempt **(6C)**
    - Assets Abandoned
    - Claims Discharged
    - Claims Scheduled

The screenshot shows the CM/ECF interface with the following details:

- Navigation Bar:** Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout
- Header:** U.S. Bankruptcy Court, Live Database, Trustee Julian Mayfair, Date: 9/5/2008
- Form Fields:**
  - Case No.:** 05-10004 Priscilla Marie Beasley
  - Assets Collected:** 1054.00
  - Claims Discharged:** 153616.00
  - Real Property (6A):** 100000.00
  - Secured Claims (6D):** 137645.00
  - Personal Property (6B):** 50000.00
  - Unsecured Priority Claims (6E):** 0.00
  - Assets Exempt (6C):** 25000.00
  - Unsecured Nonpriority Claims (6F):** 15971.00
  - Assets Abandoned:** 125000.00
  - Claims Scheduled:** 153616.00

**Figure 6** Trustee's 341 Filings screen - **Minimal Funds Collected**

**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report I collected funds totaling **Funds Collected: \$1054.00**. After making diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate, I have determined that there are**

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insufficient assets to administer. All funds have been returned. All bank statements and canceled checks, if any, have been submitted to the United States Trustee. The bank statements reflect a final zero balance and no other funds or assets of the estate remain in my custody. Pursuant to Fed R Bank P 5009, I hereby certify that the estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: **This case was pending for 10 months. Assets Abandoned: \$ 125000.00, Assets Exempt: \$ 25000.00, Claims Scheduled: \$ 153616.00, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: \$ 153616.00.** Filed by *Trustee's Name.*

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❖ **Key** information provided in docket entry report from schedules or calculations:

- Funds (**Assets**) Collected
- Months case was pending
- Assets Abandoned
- Assets Exempt
- Claims Scheduled
- Claims Asserted - (**Always NA**)
- Claims scheduled to be discharged without payment

❖ The number of months pending will be calculated from today's date less the file date of the case

❖ If values from the debtor's schedules **do not apply** to this report, the text report will display "**Not Applicable.**"

❖ Otherwise, if the debtor's schedules **have not been submitted** when the NDR - Minimal Funds is filed, the text report will display "**Not Available.**"

**STEP 5 Only one Trustee's NOTICE OF ELECTRONIC FILING will be produced with all the activity of every case in this process recorded.**

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(See Figure 6)

**Docket Text:**

Meeting of Creditors Continued on 9/1/2000 at 10:00 AM at Pleasantville ()

**Case Name:** Smith Accounting and Fearless Faucets

**Case Number:** [00-22222](#)

**Document Number:**

**Docket Text:**

Trustee's Initial Report & First Meeting Held ()

**Case Name:** Keith Holloway and Latasha Holloway

**Case Number:** [99-50201](#)

**Document Number:**

**Docket Text:**

Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. ()

**Docket Text:**

Meeting of Creditors Continued on 9/1/2000 at 10:00 AM at Pleasantville ()

**Case Name:** Smith Accounting and Fearless Faucets

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**Case Name:** Keith Holloway and Latasha Holloway

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**Document Number:**

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Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. ()

# Trustee's 341 Meeting Single Case Docketing

**Note:** Single Case Docketing is to be used on cases not appearing in the Trustee's 341 Filing Program due to previously terminated 341 meetings:

- **Re: Dismissal, Conversation or Reassignment to another Trustee.**

## 1) Chapter 7 Trustee's Report of No Distribution - No Funds

- ❖ **Figure 1** - Values shaded **grey** are from the debtor's schedules if previously entered in CM/ECF. The following fields **cannot** be modified:

- Real Property **(6A)**
- Personal Property **(6B)**
- Secured Claims **(6D)**
- Unsecured Priority Claims **(6E)**
- Unsecured Nonpriority Claims **(6F)**

- ❖ The following data field **will be** accessible for entry or modification:

- Assets Exempt **(6C)**
- Assets Abandoned
- Claims Discharged
- Claims Scheduled

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Trustee action:**

[05-10004 Priscilla Marie Beasley](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)  
Assets: n Judge: rb Case Flag: MEANSU

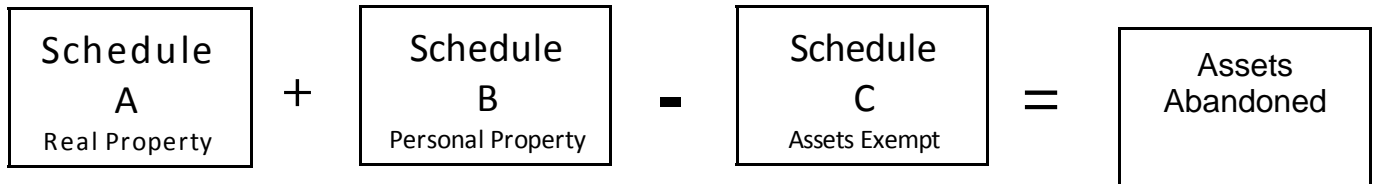
Enter or edit the required data below

Real Property (6A)	100000.00	Personal Property (6B)	50000.00	Assets Exempt (6C)	25000.00	Assets Abandoned	125000.00
Claims Discharged	153616.00	Secured Claims (6D)	137645.00	Unsecured Priority Claims (6E)	0.00	Unsecured Nonpriority Claims (6F)	15971.00
						Claims Scheduled	153616.00

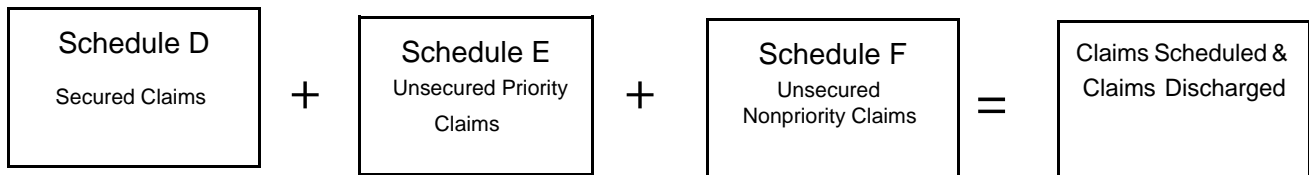
Next Clear

**Figure 1 Single Case Docketing - No Funds**

- ❖ The **values** in Schedule **A** plus Schedule **B** minus Schedule **C** calculate to the amount in **Assets Abandoned**.



- ❖ The values for Assets Abandoned and Assets Exempt value remain accessible in the event the trustee needs to enter an amount that does not equal **A + B - C**. If the trustee enters an amount in either of these fields, the remaining values on the screen **will not** be **recalculated** nor **automatically** adjusted.
- ❖ The **values** in Schedule **D** plus Schedule **E** plus Schedule **F** calculate to total reported for Claims **Discharged** and also Claims **Scheduled**.



**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Trustee action:**

05-10004 Priscilla Marie Beasley

Type: bk Chapter: 7 v Office: 1 (Pleasantville)

Assets: n Judge: rb Case Flag: MEANSU

Enter or edit the required data below

Real Property (6A)	100000.00	Personal Property (6B)	50000.00	Assets Exempt (6C)	25000.00	Assets Abandoned	125000.00
Claims Discharged	153616.00	Secured Claims (6D)	137645.00	Unsecured Priority Claims (6E)	0.00	Unsecured Nonpriority Claims (6F)	15971.00
						Claims Scheduled	153616.00

Next Clear

**Figure 2** Single Case Docketing - No Funds

- 
- ❖ The Claims Discharged and Claims Scheduled values remain accessible in the event the trustee needs to enter an amount that does not equal **D + E + F**. If the trustee enters an amount for either of these values, the remaining values on the screen will not be recalculated or automatically adjusted.
  - ❖ The number of months pending will be calculated from today's date less the file date of the case.
  - ❖ If values from the debtor's schedules **do not** apply to this report, the text report will display these values as **"Not Applicable."**
  - ❖ If the debtor's schedules have **not been** submitted when the NDR - No Funds is filed, the text report will display **"Not Available."**

**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report that I have neither received any property nor paid any money on account of this estate; that I have made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate; and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to Fed R Bank P 5009, I hereby certify that the estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 9 months.* Assets Abandoned: \$ 125000.00, Assets Exempt: \$ 25000.00, Claims Scheduled: \$ 153616.00, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: \$ 153616.00. Filed by *Trustee's Name* .**



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## 2. Chapter 7 Trustee's Report of No Distribution - Dismissed, Converted or Reassigned - No Funds

- ❖ **Figure 2** - Displays the **NDR** - Dismissed, Converted or Reassigned, **No Funds** event in a single case **no schedule** information data fields are **displayed** or **accessible** for modification.

The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Trustee action:" and displays case information for "05-10004 Priscilla Marie Beasley". The case details are organized into three columns: "Type: bk", "Chapter: 7 v", and "Office: 1 (Pleasantville)"; "Assets: n", "Judge: rb", and "Case Flag: MEANSU". At the bottom left, there are "Next" and "Clear" buttons.

**Figure 2** Single Case Docketing Screen - **Dismissed or Converted No Funds**

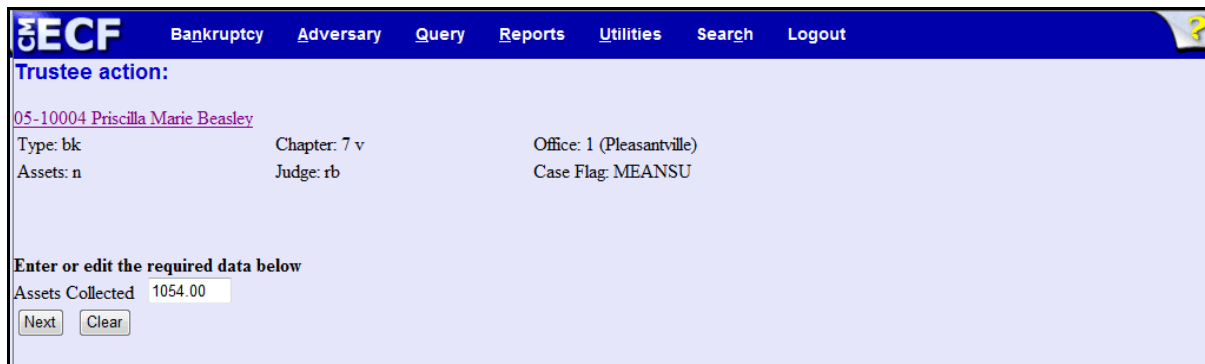
- ❖ All fields will be reported as **“Not Applicable.”**
- ❖ The number of months pending will be calculated from today's date less the date the trustee has filed the event to the date the case was opened/reopened or converted.

**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report that this case was DISMISSED, CONVERTED, OR REASSIGNED. I have neither received any property nor paid any monies on account of this estate. Pursuant to Fed R Bank P 5009, I hereby certify that the chapter 7 estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 4 months. Assets Abandoned: Not Applicable, Assets Exempt: Not Applicable, Claims Scheduled: Not Applicable, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: Not Applicable. Filed by Trustee's Name .***

---

### 3. Chapter 7 Trustee's Report of No Distribution - Dismissed, Converted or Reassigned - Some Funds Collected

- ❖ **Figure 3** - Displays the **NDR** - Dismissed, Converted or Reassigned - Some Funds report is docketed to a single case.



**Figure 3** Single Case Docketing - **Dismissed or Converted, Some Funds**

- ❖ The only **key** information appearing on the **NDR** Dismissed, Converted or Reassigned, Some Funds report is **Total Collected Funds** and the **calculation of months** the case was pending.
- ❖ The number of months pending will be calculated from today's date less the date the trustee has filed the event to the date the case was opened/reopened or converted.

**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report that this case was DISMISSED, CONVERTED, OR REASSIGNED. I collected funds totaling: \$1054.00. All funds have been returned or transferred to the successor trustee. All bank statements and canceled checks, if any, have been submitted to the United States Trustee. The bank statements reflect a final zero balance and no other funds or assets of the estate remain in my custody. Pursuant to Fed R Bank P 5009, I hereby certify that the chapter 7 estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: *This case was pending for 5 months. Assets Abandoned: Not Applicable, Assets Exempt: Not Applicable, Claims Scheduled: Not Applicable, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: Not Applicable.* Filed by *Trustee's Name*.**

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#### 4. Chapter 7 Trustee's Report of No Distribution - Minimal Funds Collected

❖ Values shown in **grey** are values from the debtor's schedules if previously entered in **CM/ECF**. These values **cannot** be modified:

- Real Property **(6A)**
- Personal Property **(6B)**
- Secured Claims **(6D)**
- Unsecured Priority Claims **(6E)**
- Unsecured Nonpriority Claims **(6F)**

❖ The following data field **will be** accessible for entry or modification:

- Assets Collected
- Assets Exempt **(6C)**
- Assets Abandoned
- Claims Discharged
- Claims Scheduled

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Trustee action:**

05-10004 Priscilla Marie Beasley

Type: bk Chapter: 7 v Office: 1 (Pleasantville)  
Assets: n Judge: rb Case Flag: MEANSU

**Enter or edit the required data below**

Assets Collected	1054.00	Real Property (6A)	100000.00	Personal Property (6B)	50000.00	Assets Exempt (6C)	25000.00	Assets Abandoned	125000.00
Claims Discharged	153616.00	Secured Claims (6D)	137645.00	Unsecured Priority Claims (6E)	0.00	Unsecured Nonpriority Claims (6F)	15971.00	Claims Scheduled	153616.00

Next Clear

**Figure 4** Single Case Docketing - **Minimal Funds Collected**

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**Chapter 7 Trustee's Report of No Distribution: I, *Trustee's Name*, having been appointed trustee of the estate of the above-named debtor(s), report I collected funds totaling **Funds Collected: \$1054.00**. After making diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate, I have determined that there are insufficient assets to administer. All funds have been returned. All bank statements and canceled checks, if any, have been submitted to the United States Trustee. The bank statements reflect a final zero balance and no other funds or assets of the estate remain in my custody. Pursuant to Fed R Bank P 5009, I hereby certify that the estate of the above-named debtor(s) has been fully administered. I request that I be discharged from any further duties as trustee. Key information about this case as reported in schedules filed by the debtor(s) or otherwise found in the case record: **This case was pending for 10 months. Assets Abandoned: \$ 125000.00, Assets Exempt: \$ 25000.00, Claims Scheduled: \$ 153616.00, Claims Asserted: Not Applicable, Claims scheduled to be discharged without payment: \$ 153616.00. Filed by *Trustee's Name*.****

- ❖ **Key information provided in docket entry report from schedules or calculations:**
  - Funds (**Assets**) Collected
  - Months case was pending
  - Assets Abandoned
  - Assets Exempt
  - Claims Scheduled
  - Claims Asserted - (**Always NA**)
  - Claims scheduled to be discharged without payment
- ❖ The number of months pending will be calculated from today's date less the file date of the case
- ❖ If values from the debtor's schedules **do not apply** to this report, the text report will display "**Not Applicable.**"
- ❖ If the debtor's schedules have **not been** submitted when the **NDR - Minimal Funds** is filed, the text report will display "**Not Available.**"

---

**STEP 5 Only one Trustee's NOTICE OF ELECTRONIC FILING will be produced with all the activity of every case in this process recorded.**

**Example:**

**Docket Text:**

Meeting of Creditors Continued on 9/1/2000 at 10:00 AM at Pleasantville ()

**Case Name:** Smith Accounting and Fearless Faucets

**Case Number:** [00-22222](#)

**Document Number:**

**Docket Text:**

Trustee's Initial Report & First Meeting Held ()

**Case Name:** Keith Holloway and Latasha Holloway

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**Document Number:**

**Docket Text:**

Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. ()

**Docket Text:**

Meeting of Creditors Continued on 9/1/2000 at 10:00 AM at Pleasantville ()

**Case Name:** Smith Accounting and Fearless Faucets

**Case Number:** [00-22222](#)

**Document Number:**

**Docket Text:**

Trustee's Initial Report & First Meeting Held ()

**Case Name:** Keith Holloway and Latasha Holloway

**Case Number:** [99-50201](#)

**Document Number:**

**Docket Text:**

Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. ()