

**TRUSTEE'S PETITION TO DISMISS FOR NON-PAYMENT
WITH PREJUDICE (BATCH)
Updated 12/01/2009**

Description: This process shows the steps required for a trustee to complete a Trustee Petition to Dismiss for Non-Payment for multiple (batch) cases on CM/ECF.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Batch Filings** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case numbers for the appropriate cases.
- Click the **[Next]** button.

STEP 4 - The EVENTS screen displays.

- Verify ALL case numbers and case names. If the case number and name do not match or are invalid, click the browser **[BACK]** button to re-enter the correct case number.
- Use the down arrow to the right of the box to scroll through the Event Type list for **Trustees Petition to Dismiss Case For Non-Payment W/Prejudice (batch)** or start typing “Trustees” in the text box to find the event.
- Click the **[Next]** button.

STEP 5 - The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case or cases.
- Click the [Next] button.

STEP 6 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the [Next] button.

NOTE: If multiple cases, you must enter a .pdf for each case. Enter all .pdf's before moving to next screen. Failure to do so will result in a document number not being assigned.

WARNING! YOU MUST ENTER A PDF FOR EACH CASE.

09-00200-JW Joe Debtor and Jane Joint Debtor

C:\Documents\admin

Browse

09-00201-JW Joe Debtor and Jane Joint Debtor

C:\Documents\admin

Browse

Next

Clear

STEP 7 - The HEARING SCHEDULING screen displays.

- Using the passive notice hearing calendar, enter the possible hearing date and time. The location may be chosen from the drop-down list.
- Enter the date the document was served; the objections due deadline will automatically appear; **then tab through the Review to Process Order field to set this deadline.**
- Click the [Next] button.

STEP 8 - The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case or cases.
- Click the [Next] button.

STEP 9 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

Trustee's Petition to Dismiss Case For Non-Payment with Prejudice with certificate of service. Hearing scheduled for 1/8/2010 at 9:00 AM at Columbia. Date Service 11/30/2009. Last day for objections is 12/21/2009. Review to Process Order on 12/24/2009. (Trustee, Bill)

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

Have you redacted?

STEP 10 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.