

**TRUSTEE PETITION TO DISMISS CASE WITH PREJUDICE (BATCH)**  
Updated 2/7/2008

This process shows the steps required for a trustee to complete a Trustee Petition to Dismiss Case With Prejudice 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 (Help) icon.

**STEP 3** - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- 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 the document being filed. For this example, select **Trustee's Petition to Dismiss Case With Prejudice (batch)** from the list of events.
- 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 .pdfs 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!**

|   |                      |           |
|---|----------------------|-----------|
| <a href="#">06-00073-JW Jimmy Lee Bowers and Cathy F Bowers</a> | <input type="text"/> | Browse... |
| <a href="#">06-00074-JW Jimmy Lee Bowers and Cathy F Bowers</a> | <input type="text"/> | Browse... |

**STEP 7** - The HEARING SCHEDULING screen displays.

- Enter the hearing date, time and location. The location may be chosen from the drop-down list.
- See the Court's web site for appropriate hearing date and time.
- Also, enter reason for petition to dismiss in the appropriate box below.
- Click the [Next] button.

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Courtroom Deputy for Judge Waites.

Hearing Date:   Hearing Time:   AM  PM

Location:

Reason?

**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.

Docket Text: Final Text

Trustee's Petition to Dismiss Case With Prejudice failure to file documents with certificate of service.  
Hearing scheduled for 3/15/2008 at 09:00 AM at Charleston. (Trustee, Shane)

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

Next

Clear

**STEP 10** - The NOTICE OF ELECTRONIC FILING screen displays.