

TRUSTEE PETITION TO DISMISS (BATCH)
Updated 2/7/2008

This process shows the steps required for a trustee to complete a Trustee Petition to Dismiss 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 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 the document being filed. For this example, select **Trustee's Petition to Dismiss Case (batch)** from the list of events.
- Click the [**Next**] button.

STEP 5 - 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!

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

STEP 6 - 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.
- Click the [**Next**] button.

STEP 7 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the [**Next**] button.

STEP 8 - 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 certificate of service. Hearing scheduled for 3/15/2008 at 09:00 PM 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 9 - The NOTICE OF ELECTRONIC FILING screen displays.