

TRUSTEE'S ENTRY OF FURTHER ACTION

Updated 02/06/2008

This process shows the steps and screens required for a Trustee/US Trustee to indicate further action is required after the § 341 filing is completed.

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Trustee/US Trustee 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.

- Select "**Trustee's Entry of Further Action**" from the list of events.
- Click the [**Next**] button.

STEP 5 - The SELECT PARTY screen displays.

- Select the trustee or US Trustee that is the party filer from the list.
- Click the [**Next**] button.

STEP 6 - The TRUSTEE ACTION screen appears.

- Select one by selecting the applicable radio button.

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

STEP 7 - The TRUSTEE ACTION screen appears (if choosing Trustee Instructed Debtor to Amend Schedules or Statements from STEP 6).

- Put the schedule or statement the debtor is to amend in the first blank.
- Enter the deadline to submit the document in the next blank.
- Click the **[Next]** button.

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

- Verify this is the correct case.
- 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 Entry of Further Action Required: Filed by William K. Stephenson Jr.. (Baker, F)

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

STEP 10 - The NOTICE OF ELECTRONIC FILING screen displays.