

**TRUSTEE'S PETITION TO DISMISS CASE  
WITH POSSIBLE HEARING (BATCH)**

**Updated 11/30/2020**

Description: This process shows the steps required for a trustee to complete a Trustee's Petition to Dismiss Case with a Possible Hearing 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 the **Batch Filings** hyperlink.
- Enter the case numbers for this batch filing.
- Click the [**Next**] button.
- For further information on each of these categories, click the Help hyperlink on the CM/ECF Main Menu Bar.

**STEP 3** – The AVAILABLE 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(s).
- Scroll to select **Trustee's Petition to Dismiss Case with Possible Hearing (batch)** from the list of events or start typing "Trustees Petition" in the text box to find the event.
- Click the [**Next**] button.

**STEP 4** – The VERIFICATION screen displays.

- Verify case name(s) and number(s) are correct.
- Select the [**Next**] button.

**STEP 5** – The NOTICE screen displays.

- Please read the displayed Notice to certify that the filing complies.

- If the filing complies, click inside the radio button indicating the following certification:
  - **I certify that I have read and meet the above-listed requirements.**
- 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.

|   |                       |
|---|-----------------------|
| <b>WARNING! YOU <u>MUST</u> ENTER A PDF FOR EACH CASE!</b>  |                       |
| <a href="#">20-4300-DD Joe Debtor and Jane Joint Debtor</a> | Choose File A pdf.pdf |
| <a href="#">20-4305-HB Jim Debtor</a>                       | Choose File A pdf.pdf |
| Next  | Clear                 |

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

- Enter the hearing date, time, location, and date served. 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 8** – The OBJECTIONS DEADLINE screen displays.

- The Objections Due Deadline will automatically appear.
- Click the [Next] button.

**STEP 9** – The MODIFY DOCKET TEXT screen appears.

- Modify text in the free hand text box if necessary.
- Click the [Next] button.

**STEP 10** – 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 with Certificate of Service. If a response, return, and/or objection is timely filed, a hearing will be held on 12/31/2020 at 09:00 AM at Columbia. Date Served 11/30/2020. Last day for objections is 12/21/2020. (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 11** – The NOTICE OF ELECTRONIC FILING screen displays for each case filed (batch).

- 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 since it also includes the date, time, case number, and document number.