CM/ECF Participant's Guide

TRUSTEE'S REPORT OF PLAN COMPLETION (BATCH)

Updated 12/1/2025

Description: This process shows the steps required for a trustee to complete a Trustee Report of Plan Completion 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** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case numbers 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 numbers.
- 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 Report of Plan Completion** 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 twice.

STEP 6 – 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

Report of Completion of All Payments Due to the Trustee under Chapter 13 Plan. The Chapter 13 Trustee certifies to the Court that the debtors have completed their plan payments due to the Trustee pursuant to the confirmed plan in this case. (Trustee, Bill)

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

STEP 7 – 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.