

**TRUSTEE'S REPORT OF ABANDONMENT
AS ANNOUNCED AT 341**

Updated 10/28/2022

Description: This process shows the steps required for a trustee to complete a Trustee's Report of Abandonment as Announced at 341, in instances where an "Action Required" may have been previously processed or checked 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 **Trustee/US Trustee** 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 number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The EVENTS screen displays.

- Select "**Trustees Report of Abandonment as Announced at 341**" from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**T** for **Trustees Report**) and the highlight bar will immediately select the first entry beginning with **T**.

STEP 5 – The SELECT PARTY screen displays.

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

STEP 6 – The DESCRIPTION OF PROPERTY ABANDONED screen appears.

- Enter the description of property abandoned in the text box.
- Click the **[Next]** button.

STEP 7 – The SATISFY PENDING SCHEDULED EVENTS screen appears.

- Select the 341 Meeting date that was held by clicking on the box to the left of the date.
- Click the **[Next]** button.

STEP 8 – The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary (make sure the description is correct for the property being abandoned).
- 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.

SAMPLE DOCKET TEXT: Final Text

Trustee's Report of Abandonment as Announced at the 341 Meeting of Creditors and Not Objections Received. Property Abandoned: 1960 Chevrolet Filed by Bill Trustee. (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 10 – 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.