

TRUSTEE'S REQUEST FOR SPECIAL CHARGES

Updated 10/28/2022

Description: This process shows the steps required for a trustee to complete a Trustee's Request for Special Charges on CM/ECF.

Prior to documenting on CM/ECF, the Special Charges form must be completed by determining the charges for any complaints filed (not yet paid) and any charges for motions to reopen (not yet paid).

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 "**Request for Special Charges**" from the list of events.
- Click the **[Next]** button.

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

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 SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 7 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button twice.

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.

SAMPLE DOCKET TEXT: Final Text

Trustee's Request for Special Charges 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 9 – 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.