

## TRUSTEE'S ENTRY OF FURTHER ACTION

Updated 11/17/2022

Description: 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** 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 "**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 VERIFICATION screen with debtor name and case number appears.

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

**STEP 7** – The TRUSTEE ACTION screen appears.

- Select one by selecting the applicable radio button.
- Click the **[Next]** button.

**STEP 8** – The TRUSTEE ACTION screen appears (if choosing Trustee Instructed Debtor to Amend Schedules or Statements from STEP 7).

- 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. If prompt, insert a reason.
- Click the **[Next]** button.

**STEP 9** – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- 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 Entry of Further Action Required: 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 11** – 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 also includes the date and time of the transaction.