

Chapter 13 Trustee Final Report Proposed/Completed or Dismissed Case/Converted Case

The Final Report is filed by a Chapter 13 Trustee when a case is concluded. The report indicates the outcome of the case; i.e., dismissed, converted or discharged. It also lists any funds paid to the Trustee by the Debtor and to whom the funds were disbursed.

Upon completion of a plan, and to allow the discharge to immediately enter, the Chapter 13 Trustee may file a **Proposed** Trustee's Report and Account and Notice of Deadline for Objections . This must be served on the debtor, debtor's counsel, creditors and other parties in interest. Parties have 20 days to file objections. After all checks have cleared, the Chapter 13 Trustee will file a Final Report and Account and Request for Discharge of Trustee.

Proposed Final Report

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Trustee/US Trustee** hyperlink.

STEP 3 The **Case Number** screen displays.

' **Enter case number;**

' Click **[NEXT]**

STEP 4 The **Trustee/US Trustee Events** screen displays.

' Select **Chapter 13 Trustee's Proposed Final Report;**

' **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "c" brings you to all pleadings beginning with the letter "c".

' Click **[NEXT]**

STEP 5 The **Party Filer** screen displays.

- ' Select Trustee as party filer;
- ' Click [**NEXT**]

STEP 6 The **Attorney/Party Association** displays.

- ' Do **NOT** make this association; leave box 'unchecked';
- ' Click [**NEXT**]

STEP 7 Attach the **PDF** document.

- ' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

- ' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **O**pen from the drop down list.
- Verify the contents of the document.
- Click the **X** in the upper right corner of the document screen

- ' Double click the PDF file to select it.

- ' Click [**Next**].

STEP 8 Prompt displays regarding **Certificate of Service**.

- ' Verify that certificate of service has been executed - 'y' or 'n'.
- ' Click [**NEXT**]

STEP 9 **Due by Screen** appears. This screen defaults for the 20-day objection period

It will also set the discharge deadline for the expiration of the objection period;

' Click [NEXT];

' Click [NEXT] again.

STEP 10 Final Docket Text screen: *Sample Docket Text Chapter 13 Trustee's Proposed Final Report and Notice of Deadline for Objections. Objections to Proposed Final Account by (Trustee) due by (default date). Status check re entry of discharge (default date)*

' Click [Next] for final submission.

STEP 11 Notice of Electronic Filing screen displays.

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Final Report - Plan Completed or Case Dismissed

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Trustee/US Trustee** hyperlink.

STEP 3 The **Case Number** screen displays.

' Enter case number;

' Click [NEXT]

STEP 4 The **Trustee/US Trustee Events** screen displays.

' Select **Chapter 13 Trustee's Final Report and Account**

' *Tip:* Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "c" brings you to all pleadings beginning with the letter "c".

' Click [NEXT]

STEP 5 The **Party Filer** screen displays.

' Select Trustee as party filer;

' Click [NEXT]

STEP 6 The **Attorney/Party Association** displays.

' Do **NOT** make this association; leave box 'unchecked';

' Click [NEXT]

STEP 7 Attach the **PDF** document.

' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **O**pen from the drop down list.
- Verify the contents of the document.
- Click the **X** in the upper right corner of the document screen

' Double click the PDF file to select it.

' Click [**Next**].

STEP 8 Prompt displays regarding **Certificate of Service**.

' Verify that certificate of service has been executed - 'y' or 'n'.

' Click [**NEXT**]

STEP 9 Docket Text Appears: **Sample text: Chapter 13 Final Report and Account filed by Trustee.**

' If required, edit text now;

' Click [**NEXT**].

STEP 10 Final docket text appears.

' Click [**NEXT**].

STEP 11 Notice of **Electronic Filing** screen appears.

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Final Report in a Converted Case

- **NOTE:** When the Final Report is filed by the Chapter 13 Trustee in a converted case, it is docketed as a **Post Conversion Report**. Since the Chapter 13 trustee will be terminated when the case converts, this report must be filed by using the **Post Conversion Report** event located under the **Batch** category in CMECF even if only one report is being filed!

STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Batch Filings** hyperlink.

STEP 3 The **Case Number** screen displays.

- ‘ **Enter case number(s);**

- ‘ Click **[NEXT]**

STEP 4 The **Batch Events** screen displays.

- ‘ Select **Post Conversion Report (batch);**

- **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing “p” brings you to all pleadings beginning with the letter “p”.

- ‘ Click **[NEXT]**

STEP 5 Attach the **PDF** document.

' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **O**pen from the drop down list.
- Verify the contents of the document.
- Click the **X** in the upper right corner of the document screen

' Double click the PDF file to select it.

' Click [**Next**].

STEP 8 Prompt displays: **Under What Chapter?**

' Complete the appropriate chapter ('13' for cases converted from 13 to 7)

' Click [**Next**];

' Click [**Next**] again.

STEP 9 Final Docket Text Appears; **Sample Text:** *Trustee Post Conversion Report Under Chapter 13;*

' Click [**Next**]

STEP 10 **Notice of Electronic Filing** screen appears.

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