

US Trustee Certificate Re: Final Distribution

If the Court allows the fees as requested, the Chapter 7 Trustee prepares a **Certificate Re: Final Distribution**, and forwards to the US Trustee for approval. After reviewing the document, the US Trustee files the **Certificate Re: Final Distribution** with the court.

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Certificate Re: Final Distribution

- 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 **Certificate of Final Distribution**.
 - ' **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 **US Trustee** as party filer;
 - ' Click **[NEXT]**
- STEP 6** The **Attorney/Party Association** displays.

- ' Do **NOT** make this association; leave box 'unchecked';
- ' Click [**Next**];
- ' Click [**Next**] again.

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 **Open** 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**];
- ' Click [**Next**] again.

STEP 8 Final Docket Text Appears: **Sample text: *Certificate of US Trustee re: Final Distribution, and request that trustee be discharged filed by [Trustee].***

- ' Click [**NEXT**].

STEP 9 Notice of **Electronic Filing** screen appears.

