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## Chapter 7 Asset Case Process Flow

- STEP 1**     **Trustee** forwards his Final Report (including commission request) to the UST for review (Document One)
- STEP 2**     **Trustee** Files Application for Commission with the Court. (Document Two)
- STEP 3**     **UST** files Trustee's Final Report and UST Certificate of Review with the Court.
- STEP 4**     **Trustee** files completed Notice of Final Report/Commission with the Court within ten days of the filing of the Final Report. (Document Three)
- STEP 5**     **Court** sees that the UST Certificate of Review was filed on the docket activity report and serves Notice of Final Report & Account/Trustee's Commission on interested parties and creditors who have filed claims. A thirteen day objection deadline is created.
- STEP 6**     When deadline expires, **Court** forwards all fee applications to chambers for resolution.
- STEP 7**     **Judge** enters Orders on fees; **Court** serves on interested parties.
- If fees are allowed in full:  
**Trustee** prepares Certificate of Final Distribution and forwards to UST for review.
  - If fees are reduced:  
**Trustee** prepares **Amended Final Report** and forwards to **UST** for review.  
  
After review, **UST** files **Amended Final Report** and **UST Certificate of Review** with the court
- STEP 8**     **Trustee** prepares Certificate of Final Distribution and forwards to UST for review.
- STEP 9**     **UST** files Certificate of Final Distribution and UST Certificate of Review as one document - note: use the Certificate of Final Distribution event, not the Certificate of Review event.
- STEP 10**    **Court** closes the case; Trustee receives Order Discharging Trustee by email.

