

Chapter 7 Trustee's Rejection of Appointment

When conflicts arise, the Trustee may be required to reject his/her appointment. Since the 'Rejection' language is located on the bottom of the Certificate of Appointment form, the Trustee can either print the original appointment, sign the rejection, scan the document and save to his/her computer as a .pdf, or create a new, separate .pdf document. The Trustee is then ready to docket the **Appointment Rejection** event, and associate the new .pdf file to it.

NOTE: When a trustee rejects an appointment and another trustee is appointed in that case, the case will appear on both trustee's 341 Meeting listings. (MR 635).

Printing the Certificate of Appointment

Download the **Certificate of Appointment of Trustee** form saved on your personal computer, then proceed to **STEP 9**.

If you do not have a copy saved,

STEP 1 Click the **Query** hyperlink on the ECF main menu

STEP 2 The **ECF/Pacer** screen appears.

- Enter your PACER login and password;
- Click the **Login** button.

STEP 3 The **Query** screen displays.

- Enter the case number;
- Click the **Run Query** button.

STEP 4 The **Case Query** screen displays.

- Choose the **Docket Report** hyperlink.

STEP 5 The **Docket Sheet** screen displays.

- click the **Run Report** button.

STEP 6 Scroll through the docket. The Certificate of Appointment form is located in the First Meeting of Creditors entry – usually Document 2 in the case.

- Click on the '2' hyperlink; the **Document Selection Menu** displays.



STEP 7 Form 332 is the **Certificate of Appointment** form; click on the hyperlink to this form.

STEP 8 The **Certificate of Appointment** form displays.

- Use the printer icon on the toolbar to print the form (Top row - 2nd from left)



STEP 9 Sign and date the Rejection portion of the **Certificate of Appointment**. Line through the Document Number.

STEP 10 Scan and save as PDF to the appropriate drive, or computer desktop.

Trustee's Rejection of Appointment

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 **Appointment Rejection**.

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

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 **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 Docket Text screen: *Sample Docket Text: Trustee's Rejection of Appointment. Filed by (Trustee).*

' Modify text as appropriate;

Click [**Next**].

STEP 9 Final docket text displays.

Click [**Next**].

STEP 10 Notice of Electronic Filing screen displays.

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