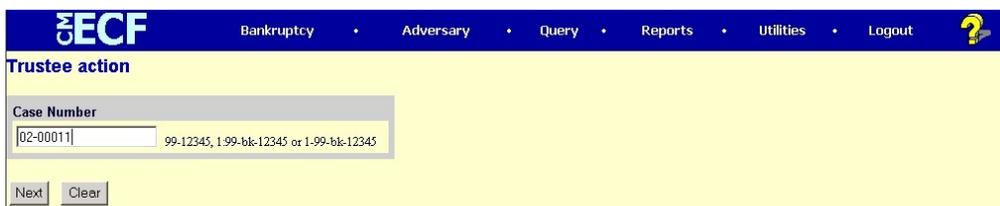


FILING A DOCUMENT/DOCKETING- TRUSTEE/US TRUSTEE
****EXAMPLE: TRANSMITTAL OF UNCLAIMED FUNDS****

The following instructions will guide you through the process of filing and docketing a document in the “Trustee/US Trustee” events in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Trustee/US Trustee** hypertext link.

STEP 2 The **Case Number** entry screen appears.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "Trustee action". The main content area is white and contains a "Case Number" input field with the value "02-00011". To the right of the input field is a small text string: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you to select the type of pleading being filed.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "Trustee action". The main content area is white and contains a dropdown menu with the value "02-00011 RACE HORSE". The dropdown menu is open, showing a list of options: "Notice of Oral Continuance of 341 Meeting", "Notification of Debtor(s)'s Quarterly Fees", "Objection to Confirmation of Plan", "Report of Sale", "Request to Defer Payment", "Resignation of Trustee and Notice of Appointment of Successor Trustee", "Transmittal of Unclaimed Funds" (which is highlighted), and "U.S. Trustee's Notice of No Objection to Fee Application". Below the dropdown menu are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.

- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

STEP 4 Select the Party screen appears:

Trustee action:
02-00011 RACE HORSE

Select the Party:

FIRST INTERSTATE BANK [cr:cr] [Add/Create New Party](#)
HORSE, RACE [pty:db]
JENSEN, NEAL [ust:ust]
SAMSON, RICHARD [tr:tr]

Next Clear

- ◆ Click on the name of the Trustee filing the Transmittal of Claimed Funds
- ◆ Click on **Next**.

STEP 5 The attorney/party association screen appears.

Trustee action:
02-00011 RACE HORSE

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

SAMSON, RICHARD (tr:tr) represented by SAMSON, RICHARD (aty)

Next Clear

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

- ◆ A screen will appear instructing the Trustee to complete the final docket text window with the unclaimed dividend information.

Trustee action:
02-00011 RACE HORSE

Enter the name and address of the creditor not claiming their dividend with the amount of the dividend in the final docket text window.

Next Clear

- ◆ Click on **Next**.

STEP 6 Docket Text: Modify as Appropriate screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
02-00011 RACE HORSE

Docket Text: Modify as Appropriate.
TRANSMITTAL OF UNCLAIMED FUNDS - Pursuant to Bankruptcy Rule 3011, the names and last known addresses of the entities who have not claimed their dividends and the amount which they are entitled to be paid from remaining property of the estate are as follows: Citibank, 111 5th Street, Chic Filed by RICHARD SAMSON . (SAMSON, RICHARD)

Next Clear

- ◆ Complete the docket text window with the appropriate information.
- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

STEP 7 Docket Text: Final Text screen appears

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
02-00011 RACE HORSE

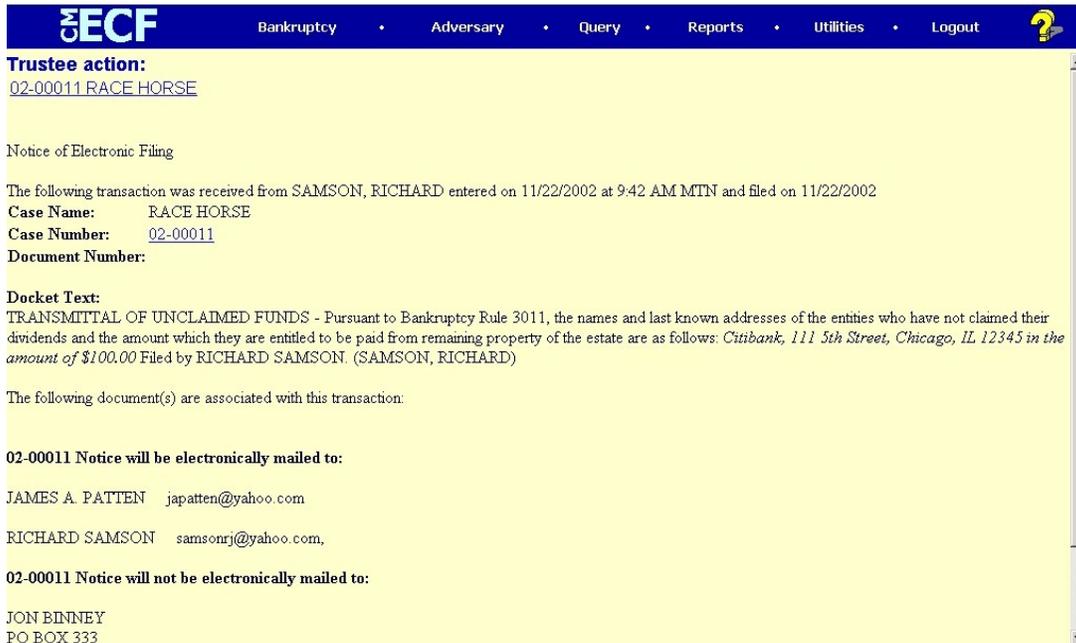
Docket Text: Final Text
TRANSMITTAL OF UNCLAIMED FUNDS - Pursuant to Bankruptcy Rule 3011, the names and last known addresses of the entities who have not claimed their dividends and the amount which they are entitled to be paid from remaining property of the estate are as follows: Citibank, 111 5th Street, Chicago, IL 12345 in the amount of \$100.00 Filed by RICHARD SAMSON. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
[02-00011 RACE HORSE](#)

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/22/2002 at 9:42 AM MTN and filed on 11/22/2002

Case Name: RACE HORSE
Case Number: [02-00011](#)
Document Number:

Docket Text:
TRANSMITTAL OF UNCLAIMED FUNDS - Pursuant to Bankruptcy Rule 3011, the names and last known addresses of the entities who have not claimed their dividends and the amount which they are entitled to be paid from remaining property of the estate are as follows: *Citibank, 111 5th Street, Chicago, IL 12345 in the amount of \$100.00* Filed by RICHARD SAMSON. (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

02-00011 Notice will be electronically mailed to:

JAMES A. PATTEN japatten@yahoo.com
RICHARD SAMSON samsonrj@yahoo.com,

02-00011 Notice will not be electronically mailed to:

JON BINNEY
PO BOX 333

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Netscape screen and select **Print Frame, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]