

Batching for Trustees

Batch Name	Document	Filename Format	Other Information
Trustee Documents	341 Report –Meeting Held	[CaseNumber]-341H-.pdf	Optional. Cannot be more than one with same case number per batch.
	Report of Assets (Chapter 7)	[CaseNumber]-ARPT.pdf	
	Chapter 7 Trustee’s Final Account	[CaseNumber]-ACCT.pdf	
	Chapter 13 Trustee’s Final Report and Account	[CaseNumber]-RPTACCT.pdf	
	Chapter 13 Trustee’s Annual Summary	[CaseNumber]-ANNSUM.pdf	
	Notice of Filed Claims	[CaseNumber]-NFC.pdf	
	Proposed Order Confirming Plan	[CaseNumber]-POPLN.pdf	
	Report of No Distribution (Chapter 7)	[CaseNumber]-NDR.pdf	Optional. Cannot be more than one with same case number per batch. Cannot be filed with a 341C report unless also filed with a 341H report.
	Chapter 7 Trustee’s Final Report	[CaseNumber]-FNL.pdf	
	341 Report – Meeting Continued	[CaseNumber]-341C-[###].pdf	Optional. More than one with same case number allowed per batch.
	Statement of Investigation	[CaseNumber]-SOI-[###].pdf	
	Supporting Document	[CaseNumber]-SUP-[###].pdf	
	Declaration	[CaseNumber]-DECL-[###].pdf	
	Withdrawal of Motion	[CaseNumber]-WMOT-[###].pdf	
	Report of Sale	[CaseNumber]-SRPT-[###].pdf	

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Batch Name	Document	Filename Format	Other Information
Trustee Documents	Proof of Service	[CaseNumber]-POS-[###].pdf	Optional. More than one with same case number allowed per batch.
	Other Trustee Document	[CaseNumber]-OTD-[###].pdf	
Trustee/UST Initiated Matters	<u>May include the following:</u> Application to Employ Professional Motion to Appoint Trustee Under §1104 Motion to Abandon Property under §554 Motion to Compel Motion to Dismiss under §707(a) Motion to Dismiss under §707(b) Motion to Dismiss/Convert under §1112 Motion to Dismiss under §1307 Motion to Dismiss under §110 Motion to Sell Property Notice of Sale Notice of Default Objection to Exemptions Objection to Claim Objection to Confirmation Objection to Trustee's Final Report Objection to Trustee's Final Account	[CaseNumber]-MOT-[DCN].pdf	Required. Cannot be more than one with same case number and DCN combination per batch.
	Notice of Hearing	[CaseNumber]-NTCH-[DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber]-DECL-[DCN]-[###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber]-POS-[DCN]-[###].pdf	
	Supporting Document	[CaseNumber]-SUP-[DCN]-[###].pdf	

Batching for Trustees

Batch Name	Document	Filename Format	Other Information
341 Meeting Notices	341 Meeting Notice	[CaseNumber]-341N-[###].pdf	Required. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber]-POS-[###].pdf	Optional. More than one with same case number allowed per batch.