
CHAPTER 13

Reports/Accounts Menu - 12/13
Trustees Job Aids



The CM EVENTS and INSTRUCTIONS

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Chapter 13 First Meeting Report Events

The docket entry produced by CM/ECF will be a virtual (text only) entry. There will not be a PDF document associated with this event.

The docket events that you select will vary based on:

- ◆ If the debtor, or if a joint case, both debtor(s) appeared at the 341 meeting **and** the 341 meeting was concluded;
- ◆ If the 341 meeting is continued;
- ◆ If the 341 meeting was dropped or taken off calendar.

Accessing the CM system:

1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes. Leave the field for client code blank. Check the box next to the statement, 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.'
4. Click on the **Docketing** tab in the blue bar at the top of the screen, then click on [Reports/Accounts](#).
5. Enter the case number with the year in two-digit format (e.g., 10-20027) and click the NEXT button.
6. The following selections will appear:

341 Mtg Concluded **

341 Mtg Continued/341 Mtg Concluded (Sacramento/Modesto Divisions) **

341 Mtg Continued/341 Mtg Concluded - (Fresno Division) **

341 Mtg Dropped/Taken Off Calendar **

Final Report & Account (Ch 12 and 13) **

Preliminary Final Report & Account - Plan Completed

(Fresno Division) (Ch 12 and 13) **

Preliminary Final Report & Account - Plan NOT Completed

(Fresno Division) (Ch 12 and 13) **

341 Mtg Concluded **:

Use this choice if the 341 meeting **was concluded** as to **one** or **both debtors**.

If one debtor has been dismissed and you are advising the court that the 341 meeting was concluded as to the other debtor, use this event.

1. Select **341 Mtg Concluded **** from the list of events and click the NEXT button.
2. If this is an amended report, click on the down arrow and highlight **Amended**. If this is not an amended report, bypass.
3. Enter the date the 341 meeting was held.
4. a. Under the subtitle, "Mark all that apply:", put a checkmark next to all that apply.

b. Under the subtitle, "Mark the debtor(s) whose 341 meeting was concluded:", indicate if the 341 meeting was concluded as to each debtor.
5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen:

This is the "point of no return" screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

341 Mtg Continued and/or 341 Mtg Concluded (Sacramento/Modesto Divisions):**

Since there are incidences when a debtor or both debtors appear at their 341 meeting, but the meeting is not concluded for the debtor and/or joint debtor and the trustee continues the 341 meeting, the 341 Mtg Continued/341 Mtg Concluded ** event has been created.

Use this event if the 341 meeting has been continued and/or concluded for the debtor, joint debtor or both debtors, whichever applies.

For example: In a joint case, the 341 meeting is concluded for one debtor, but you have instructed the other debtor to return for another meeting.

1. Select **341 Mtg Continued/341 Mtg Concluded (Sacramento/Modesto Divisions)** ** from the list of events.
2. On an otherwise blank screen, click NEXT.
3. You will be prompted to enter the date the 341 meeting was held. This field cannot be bypassed.
4. The next screen has three areas requesting information:
 - a. If this is an Amended Trustee's Report, click on the drop down arrow and select **Amended**. If this is not an amended report, bypass.
 - b. In the section *Mark all that apply:*, put a checkmark next to all that apply. [Boxes for counsel's appearance will not display if the debtors are pro se.]
 - c. If the 341 meeting was concluded as to one or both debtors, click the radio button accordingly.
5. If you marked that the 341 meeting had been concluded as to one or both debtors, the next screen you see will prompt you to indicate for which debtor(s) the 341 meeting was concluded. If the meeting was not concluded for either debtor, the next screen you will see is in step 6.
6. The next screen prompts you to enter the information regarding the continued meeting. The scheduling screen will display. You can manually enter the continued meeting date or click on the calendar icon to select your date. Fill in the meeting time and location. None of these fields can be bypassed.

Locations:

Fresno:	Fresno Meeting Room 1450 Fresno Meeting Room 1452
Bakersfield:	Bakersfield Meeting Room
Modesto:	Modesto Meeting Room
Sacramento:	Meeting Room 7-A Meeting Room 7-B
Redding:	U.S. District Court - Redding

7. The next screen will display the date and time you entered for the 341 meeting. Use the Back button on your browser if you need to correct the date or time that you entered on the previous screen.

8. On an otherwise blank screen, click NEXT.

This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

9. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

341 Mtg Continued and/or 341 Mtg Concluded (Fresno Division) **:

Since there are incidences when a debtor or both debtors appear at their 341 meeting, but the meeting is not concluded for the debtor and/or joint debtor and the trustee continues the 341 meeting, the 341 Mtg Continued/341 Mtg Concluded ** event has been created.

Use this event if the 341 meeting has been continued and/or concluded for the debtor, joint debtor or both debtors, whichever applies.

For example: In a joint case, the 341 meeting is concluded for one debtor, but you have instructed the other debtor to return for another meeting.

1. Select **341 Mtg Continued/341 Mtg Concluded (Fresno Division) **** from the list of events.
2. On an otherwise blank screen, click NEXT.
3. You will be prompted to enter the date the 341 meeting was held. This field cannot be bypassed.
4. The next screen has three areas requesting information:
 - a. If this is an Amended Trustee’s Report, click on the drop down arrow and select **Amended**. If this is not an amended report, bypass.
 - b. In the section *Mark all that apply:*, put a checkmark next to all that apply. [Boxes for counsel’s appearance will not display if the debtors are pro se.]
 - c. If the 341 meeting was concluded as to one or both debtors, click the radio button accordingly.
5. If you marked that the 341 meeting had been concluded as to one or both debtors, the next screen you see will prompt you to indicate for which debtor(s)

the 341 meeting was concluded. If the meeting was not concluded for either debtor, the next screen you will see is in step 6.

6. The next screen prompts you to enter the information regarding the continued meeting. The scheduling screen will display. You can manually enter the continued meeting date or click on the calendar icon to select your date. Fill in the meeting time and location*

*If the continued Sec. 341(a) meeting will be held at your office, fill in the continued 341 Meeting Date and Time and click NEXT. The next screen warns, "YOU MUST SELECT A LOCATION!!". Click NEXT on this screen and answer the question, "Is the continued meeting to be heard at your office?".

If you answer YES, you will proceed to Step 7. Your office address will show up in the docket text.

If you answer NO, you receive this warning, "If the continued Sec. 341 meeting is not to be heard at your office, click on the back arrow to return to the set 341 meeting screen to choose a location!".

Locations:

Fresno:	Fresno Meeting Room 1450 Fresno Meeting Room 1452
Bakersfield:	Bakersfield Meeting Room
Modesto:	Modesto Meeting Room
Sacramento:	Meeting Room 7-A Meeting Room 7-B
Redding:	U.S. District Court - Redding

7. The next screen will display the date and time you entered for the 341 meeting. Use the Back button on your browser if you need to correct the date or time that you entered on the previous screen.
8. Answer the question, "Is documentation required at the continued meeting?":

Yes: The following additional text will be added to the docket text: *The 341 meeting of creditors was continued for the debtor(s) to provide documentation to the trustee. If the requested documents are received in the trustees office no later than two days before the continued 341 meeting date, the debtors are excused from appearing and the meeting will be concluded. If the documents are not received in the trustees office*

no later than two days before the continued meeting then the debtor(s) must appear at the continued 341 meeting date.

No: No additional docket text.

9. On an otherwise blank screen, click NEXT.

This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

10. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

341 Mtg Dropped/Taken Off Calendar **:

Use this choice if the 341 meeting was dropped or taken off calendar.

1. Select ***341 Mtg Dropped/Taken Off Calendar ***** from the list of events.
2. On an otherwise blank screen, click NEXT.
3. The next screen prompts you to indicate if the 341 Meeting was Dropped or Taken Off Calendar. Click the radio button accordingly.
4. On an otherwise blank screen, click NEXT.
5. The final docket text screen is next. There will be variations of the text depending on your choice in step 3.

This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

Error messages and translations:

In an effort to avoid having incorrect docket entries, many checkpoints have been built into the Chapter 13 events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 12 or 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 12 or 13 debtor, you will see this message and may be prevented from proceeding any further with docketing to that case.
- **YOU MUST SELECT A LOCATION!!** This message will display if you neglected to select a meeting location on the scheduling screen. Use the back button on your browser to return to that screen and make a selection from the pick list.
- **DO NOT DOCKET THIS EVENT UNLESS THIS ACTION APPLIES TO BOTH DEBTORS!!** This message displays in an event if it is a joint case and warns that the event should not be used unless the event pertains to both debtors. You will not see this message if the case has a sole debtor.
- **YOU MUST ENTER A DATE!!** This message will display if you attempt to bypass the screen prompting you to enter the date the 341 meeting was held.
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.

Request for Order Approving Final Report & Account and Discharging Trustee

When your Final Report and Account is filed, EDC Form L160, Notice of Filing Chapter 13 Trustee's Final Report and Account and Order Fixing Deadline for Objecting Thereto will be generated by the court. Parties have 33 days in which to file an objection.

For Judge McManus cases, if there are no objections to the Final Report and Account filed **and** it is set for hearing, submit your proposed Order Approving Final Report & Account and Discharging Trustee for signature through eCalWebFiling.

For all judges except Judge McManus, if (a) an Order Approving Final Report & Account hasn't been docketed, and, (b) there are no objections to the Final Report and Account filed **and** it is set for hearing, docket the Request for Order Approving Final Report & Account and Discharging Trustee located in Reports/Accounts - 12/13 Trustees. This request is a virtual entry so no document (PDF) is required, it is a private entry and no document number will be assigned.

Upon receipt of the request, an Order Approving Final Report & Account and Discharging Trustee will be generated by the Court.

To generate the request, you will access the CM system through PACER:

1. To docket the request, always click on Reports/Accounts and after entering the case number, highlight Request for Order Approving Final Report & Account and Discharging Trustee **.

Available Events (click to select events)

- 341 Mtg Concluded **
- 341 Mtg Continued/341 Mtg Concluded (Fresno Division) **
- 341 Mtg Continued/341 Mtg Concluded (Sacramento/Modesto Divisions) **
- Final Report & Account (Ch 12 and 13) **
- Proof of Service (LOHEIT'S OFFICE ONLY) **
- Request for Order Approving Final Report & Account and Discharging Trustee ****

NEXT Clear

2. On the next two blank screens, click NEXT.

3. This is the “point of no return” screen.

The time for filing an Objection to the Trustees Final Report and Account in this case having expired, David Cusick certifies that no objections to this Trustees report have been filed.

If you find that you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens. If the docket text information is correct, click NEXT.

4. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank since it is a virtual entry.

Docket Text:

The time for filing an Objection to the Trustees Final Report and Account in this case having expired, David Cusick certifies that no objections to this Trustees report have been filed.

Error messages and translations:

In an effort to avoid having incorrect docket entries, many checkpoints have been built into the Chapter 13 events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 13 debtor, you will see this message and be prevented from proceeding any further with docketing to that case.
- **AN ORDER APPROVING FINAL REPORT AND ACCOUNT AND DISCHARGING TRUSTEE HAS ALREADY BEEN DOCKETED IN THIS CASE.** If you try to docket this request in a case where an Order Approving Final Report and Account has already been docketed, the system will give you this warning and will not let you proceed. Since an order approving has already been docketed, a second one should not be sent.
- This event is not used for cases assigned to Judge McManus. Please submit a Proposed Order Approving Final Report and Account for signature. If you accidentally try to docket the request in a Judge McManus case, the system will give you this warning and will not let you proceed.
- Our records indicate that a Notice of Filing Chapter 13 Trustees Final Report and Account and Order Fixing Deadline for Objecting Thereto has NOT been docketed in this case. The Final Report and Account will need to be re-docketed in order for this Notice to get entered on the docket in this case. (The Notice is automatically processed after business hours.) You will not be able to docket this request until 33 days after the Notice was sent. The docketing of this event sends an Order approving Final Report and Account. The Notice of Filing Chapter 13 Trustees Final Report and Account **must be sent** allowing a 33 day objection deadline **before** this Request for Order Approving Final Report can be docketed and an order approving can be entered.
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix

something. There is nothing you need to do. Your original completed docket entry will be intact.

Sending the Final Report and Account in a Split Case:

1. Select **Reports/Accounts – 12/13 Trustees** from the menu choices shown on page 1.
2. Enter the case number with the year in two-digit format (e.g., 12-20027) and click the **NEXT** button.
3. Select **Split Case Final Report & Account (Ch 12 and 13)**** on the next screen and then click **NEXT**. [The other event on the screen **Final Report & Account (Ch 12 and 13), including Duplicate Final** should **not** be used in split cases.]
4. After clicking on the **NEXT** button on an otherwise blank screen, you will see the screen on which you can attach your PDF.
5. Click on the **Browse** button and locate your PDF copy of the Final Report and Account. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click **Open** on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click **NEXT**.
6. Do not modify or remove the date in the Clerk Document Tracker field, as this will prompt the case manager in the Clerk's Office to send a Notice of the Final Report and Account to all parties.
7. After clicking on the **NEXT** button on an otherwise blank screen, you will see the final docket text screen.

Docket Text: Final Text

Trustee's Final Report and Account (CGuyer)

Attention!! Clicking **NEXT** commits this transaction. Use your web browser **BACK** button to modify this entry.

8. After accepting this text, the *Notice of Electronic Filing* screen will display. A document number will be assigned.
9. The case manager in the Clerk's Office that is assigned to the case will send a Notice of Trustee's Final Report and Account to all parties in the case on the next business day after the Final Report and Account is filed.