

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter US Trustee/Trustee Events
	Section Other US Trustee/Trustee Events

You must be in logged into CM/ECF with a Trustee login and password to access these docket events.

For the documents the court serves via the BNC, refer to the warning included with the Iowa Forms documentation related to servicing times. See Section: Iowa Forms



ALL FORMS WITH A BAR DATE NOTICE REQUIRE A DATE. THE DATE IS THE DATE THE TRUSTEE ENTERS THE EVENT ON THE DOCKET. THE DATE APPEARS UNDER THE TITLE OF THE FORM.

STEP 1	Select Bankruptcy
STEP 2	Select Trustee/US Trustee
STEP 3	Enter Case Number
STEP 4	Select Docket Event (A complete list follows)
STEP 5	Select Party Filer - Trustee
STEP 6	Associate Attorney/Party – DO NOT CHECK
STEP 7	Browse, locate, review and attach PDF document (Include Certificate of Service as part of PDF document where indicated in the documentation below.)
STEP 8	Review Docket Text
STEP 9	<ul style="list-style-type: none">• Select form for BNC Servicing(Notice to File Claims, 6NTCFPC, and Notice of Surplus Funds, 6SURPLUS) <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Select PDF for BNC servicing (Order Confirming Ch

13 Plan, Notice Appointing Successor Trustee, Notice Appointing Creditor Committee, Notice of Failure to Appoint Creditor Committee)

- Where indicated in the following document, the PDF document attached to the docket event is sent to the BNC for servicing each day by the court.
- The parties served are predetermined and relate to each PDF document attached to the docket event, i.e., the Notice of Plan Completion and Request for Discharge (Ch 13) is served on parties in interest and 2002 appearance and notice requests.

	Choose this CM/ECF Docket Event	Results
1	341 Meeting Held and Report of No Asset	<ul style="list-style-type: none"> • Used with trustee module only
2	Affidavit of Non-Compliance by Trustee/US Trustee	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service • Court prepares Notice of Dismissal and serves using the BNC
3	Chapter 12 Trustees Report on Claims	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service • The court prepares the Notice of Bar Date (20-day) and serves Interested Parties and 2002 appearance and notice requests using the BNC • Court docket Docket Text Only Order if no objections are filed • Court sets hearing if objections are filed
4	Chapter 12/13 Final Report	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service • Court closes case in 30 days • Trustee docket Order Rescinding Wage Order in Chapter 13 File
5	Continued 341 Meeting	<ul style="list-style-type: none"> • Trustee docket • No PDF document

	Choose this CM/ECF Docket Event	Results
6	Dismiss 707b, Motion to	<ul style="list-style-type: none"> • US Trustee attaches PDF document and certificate of service • The court prepares the Notice of Bar Date (20 days) and serves Parties in Interest using the BNC • Court docket Docket Text Only Order if no objections are filed • Court sets hearing if objections are filed
7	Extend Time to File Motion to Dismiss 707b, Motion to 	<ul style="list-style-type: none"> • Trustee attaches PDF document and certificate of service • Judge reviews and enters order or sets for hearing • Holds up discharge of debtor
8	Motion for Order to Show Cause	<ul style="list-style-type: none"> • Trustee attaches PDF document • Court prepares Order/Hearing Notice and serves Interested Parties and 2002 appearance and notice requests using BNC • Select pdf001 for BNC servicing • Motion sent by the court to the BNC for servicing
9	Motion Requiring Debtor(s) to Pay Disposable Income – Ch 12	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service • The court prepares the Notice of Bar Date (20-day) and serves Debtor and Debtor's attorney using the BNC • Court docket Docket Text Only Order if no objections are filed • Court sets hearing if objections are filed

	Choose this CM/ECF Docket Event	Results
10	Notice Appointing Creditor Committee (Ch 11)	<ul style="list-style-type: none"> • US Trustee attaches PDF document • Select pdf006 for BNC servicing • Add Committee Chairman as part of docket event. • Adds each Committee Member(s) to the case using Creditor Maintenance – Enter individual creditors and selects Creditor Committee - Yes • Select party role: Creditor Committee Chairman • Court edits case title after Creditor Committee added as a party • PDF document sent by the court to the BNC for servicing on Debtor, Debtor’s Attorney, Trustee and members of creditor committee
11	Notice Appointing Successor Trustee	<ul style="list-style-type: none"> • US Trustee attaches PDF document • Select pdf001 for BNC servicing • PDF document sent by the court to the BNC for servicing on Parties in Interest
12	Notice Appointing Trustee	<ul style="list-style-type: none"> • US Trustee attaches PDF document • Trustee no longer associated with the case is terminated and new trustee is added to the case
13	Notice to File Claims	<ul style="list-style-type: none"> • Trustee docket event • Select form 6NTCFPC for BNC servicing • Proof of Claim Deadline set • Changes to Asset case • Court sends form to the BNC for servicing on Parties in Interest
14	Notice of Failure to Appoint Creditor Committee (Ch 11)	<ul style="list-style-type: none"> • US Trustee attaches PDF document • Select pdf004 for BNC servicing • PDF document sent by the court to the BNC for servicing on Debtor and Debtor’s attorney

	Choose this CM/ECF Docket Event	Results
15	Notice of Plan Completion & Request for Discharge (Ch 13)	<ul style="list-style-type: none"> • Trustee docket • No PDF document • Trustee docket Order Rescinding Wage Order • Court docket Docket Text Only Order Discharging Debtor
16	Notice of Surplus Funds	<ul style="list-style-type: none"> • Trustee docket event • Select form 6SURPLUS for BNC servicing • Proof of Claim Deadline set • Court sends form to the BNC for servicing Parties in Interest
17	Notice to File Order Confirming Plan (Ch 12/13) Refer to: Chapter: US Trustee/Trustee Events; Section: Order Confirming Ch 13 Plan	<ul style="list-style-type: none"> • Trustee docket event • Docket text only event • Court docket Docket Text Only Order Confirming Plan Ch 13 • Court prepares Order Confirming Plan and serves using BNC Ch 12
18	Notice to Filer Order Granting Motion to Modify Plan after Confirmation (Ch 13)	<ul style="list-style-type: none"> • Trustee docket event • Docket text only event • Court docket Docket Text Only Order Granting Motion to Modify Plan after Confirmation
19	Order to Pay Wages – Ch 13	<ul style="list-style-type: none"> • Trustee attaches PDF document and certificate of service
20	Order Rescinding Wage Order – Ch 13	<ul style="list-style-type: none"> • Trustee attaches PDF document and certificate of service
21	Reopen Case & Request to Defer Filing Fee, Motion to	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service • Trustee types in Deferred in Receipt # Box • Court docket Docket Text Only Order
22	Report of 341 Meeting Chapter 7 – Use Trustee module to docket No form	<ul style="list-style-type: none"> • Chapter 7 Trustee docket using Trustee module • Chapter 11, 12 or 13 Trustee docket event to each individual case • No PDF document
23	Report on Debtor(s) Disposable Income - Ch 12	<ul style="list-style-type: none"> • Trustee attaches PDF document and Certificate of Service

	Choose this CM/ECF Docket Event	Results
24	Report of Trustee Under BR 3011 (Unclaimed Funds)	<ul style="list-style-type: none"> Trustee attaches PDF document Trustee forwards a check to the court
25	Submitted Consent Order (Ch 12/13 Trustee only) 	<ul style="list-style-type: none"> Trustee attaches PDF document – Consent Order Judge reviews and signs order Court docket Order and serves on Parties In Interest using BNC
26	Trustee Motion to Dismiss Ch 13 and Notice of Hearing	<ul style="list-style-type: none"> Trustee attaches Motion to Dismiss and Notice of Hearing PDF document Select pdf001 for BNC servicing PDF documents sent by the court to the BNC for servicing on Parties in Interest
27	Trustee's Notice of Dismissal Pursuant to Complete Compromise 	<ul style="list-style-type: none"> Trustee docket event No PDF document Not in trustee events. In Adversary, Notice Judge reviews and give approval to close adversary file
28	Trustee's Notice of Pending Motion to Compromise Controversy 	<ul style="list-style-type: none"> Trustee docket event No PDF document Not in trustee events. In Adversary; Notice
29	Turnover of Property, Motion for	<ul style="list-style-type: none"> Trustee attaches PDF document and Certificate of Service The court prepares the Notice of Bar Date (20-day) and serves Interested Parties and 2002 appearance and notice requests using the BNC Court docket Docket Text Only Order if no objections are filed Court sets hearing if objections are filed
30	Report of Sale	<ul style="list-style-type: none"> Use docket event Document to docket this pleading Trustee attached PDF document and Certificate of Service