

Trustee Documents Batch Upload Instructions

(Effective April 7, 2008)

Trustee reports, accounts, notices of filed claims, statements of investigation, withdrawals of motion, proposed orders confirming plan, supporting documents, declarations, and proof of service documents related to them may be included and uploaded in a single .zip file as a Trustee Documents batch. The following rules apply to Trustee Documents batches:

- a. Trustee Documents batches may include the following report files for the same case:
 - 341 Meeting Report/Meeting Held and Report of No Distribution;
 - 341 Meeting Report/Meeting Held and Report of Assets;
 - 341 Meeting Report/Meeting Held and Chapter 7 Final Report;
 - 341 Meeting Report/Meeting Held and Chapter 13 Final Report and Account;
 - 341 Meeting Report/Meeting Continued and 341 Meeting Report/Meeting Held;
 - 341 Meeting Report/Meeting Continued, 341 Meeting Report/Meeting Held and Report of No Distribution; and
 - 341 Meeting Report/Meeting Continued, 341 Meeting Report/Meeting Held and Report of Assets.
 - 341 Meeting Report/Meeting Continued, 341 Meeting Report/Meeting Held and Chapter 7 Final Report; and
 - 341 Meeting Report/Meeting Continued, 341 Meeting Report/Meeting Held and Chapter 13 Final Report and Account.
- b. For each of the following documents, no more than one file shall be included in a Trustee Documents batch for a given case: 341 Meeting Report/Meeting Held, Report of No Distribution, Asset Report, Chapter 7 Final Report, Chapter 7 Final Account, Chapter 13 Final Report and Account, Annual Summary, Notice of Filed Claims, or Proposed Order Confirming Plan.
- c. No more than one Withdrawal of Motion file with the same case number and docket control number combination may be included in a Trustee Documents batch.
- d. A Trustee Documents batch may contain more than one 341 Meeting Report/Meeting Continued file, Statement of Investigation file, Supporting

Document file, Declaration file, Report of Sale file, Proof of Service file and Other Trustee Document file for the same case.

- e. A Trustee Documents batch may not include a 341 Meeting Report/Meeting Continued file and a Report of No Distribution, Chapter 7 Final Report, or Chapter 13 Final Report and Account file for the same case unless it also includes a 341 Meeting Report/Meeting Held file for that case.
- f. A Trustee Documents batch may not include for the same case:
 - o A Report of No Distribution file and an Asset Report file;
 - o A Report of No Distribution file and a Chapter 7 Final Report file;
 - o A Report of No Distribution file and a Chapter 7 Final Account file;
 - o A Report of No Distribution file and a Chapter 13 Final Report and Account file;
 - o An Asset Report file and a Chapter 7 Final Report file;
 - o An Asset Report file and a Chapter 7 Final Account file;
 - o An Asset Report file and a Chapter 13 Final Report and Account file;
 - o A Chapter 7 Final Report file and Chapter 7 Final Account file;
 - o A Chapter 7 Final Report file and Chapter 13 Final Report and Account file; and
 - o A Chapter 7 Final Account file and Chapter 13 Final Report and Account file.

How to Create a Trustee Documents Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).
2. Use the following naming convention to name each file to be uploaded as part of a Trustee Documents batch:

YYYY-NNNNN-XXXX-S.pdf

where

- a. **YYYY-NNNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case and

adversary proceeding numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNNN). Adversary proceeding sequence numbers shall include a leading zero (0NNNN).

- b. **XXXX** is one of the following codes that indicates the type of document in the file.

341C - 341 Meeting Report/Meeting Continued

341H - 341 Meeting Report/Meeting Held

NDR - Report of No Distribution (Chapter 7)

ARPT – Report of Assets (Chapter 7)

FNL – Chapter 7 Trustee's Final Report

ACCT – Chapter 7 Trustee's Final Account

RPTACCT – Chapter 13 Trustee's Final Report and Account

ANNSUM - Chapter 13 Trustee's Annual Summary

SOI – Statement of Investigation

SUP – Supporting Document

DECL – Declaration

WMOT – Withdrawal of Motion

NFC – Notice of Filed Claims

SRPT – Report of Sale

POS – Proof of Service

POPLN – Proposed Order Confirming Plan

OTD – Other Trustee Document

- c. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number and document code in the filename. If you are submitting two 341 Meeting Report - Meeting Continued files for the same case within 30 days, you may name one of them 2003-50001-341C-1.pdf and the other 2003-50001-341C-2.pdf, for example.

The following are examples of properly named .pdf files in Trustee Documents batches:

Batch 1 (different reports in each case)

2003-11111-341C-1.pdf

2003-22222-341H.pdf

2003-33333-NDR.pdf

Batch 2 (341 Meeting – Meeting Continued and 341 Meeting – Meeting Held reports filed in the same case)

2003-44444-341C-1.pdf

2003-44444-341H.pdf
Batch 3 (Chapter 13 documents)

2003-55555-NFC.pdf
2003-55555-POS-1.pdf
2002-44444-RPTACCT.pdf
2003-44444-POS-1.pdf
2004-22222-WMOT-1.pdf
2004-22222-POS-1.pdf
2004-33333-SUP-1.pdf
2004-11111-POPLN.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.
 - b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **Trustee Documents** radio button.
 - c. Click the **Browse** button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
5. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.

