# Trustee/US Trustee Initiated Matters Batch Upload Instructions
## (Effective May 18, 2004)

Applications, motions, notices, and objections commonly filed by case trustees and the US Trustee, together with any notices of hearing, service documents, and support documents pertaining to them, may be uploaded in a single .zip file as a Trustee/US Trustee Initiated Matters batch. The following rules apply to Trustee/US Trustee Initiated Matters batches:

- Trustee/US Trustee Initiated Matters batches are intended for use by case trustees and US Trustees ONLY. All other users of the electronic filing system shall use *Single File Upload* or another batch to electronically file applications, motions, objections, and other documents.

- The following documents ONLY may be uploaded in a Trustee/US Trustee Initiated Matters batch:

  > 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 Under §110
  > Motion to Sell Property
  > Notice of Sale
  > Notice of Default
  > Objection to Exemptions
  > Objection to Claim
  > Objection to Trustee's Final Report
  > Objection to Trustee's Final Account
  > Notice of Hearing
  > Declaration
  > Proof of Service
  > Supporting Document

- The application/motion/notice/objection and any related notice of hearing, declaration, proof of service, and supporting document files for a particular case and docket control number combination shall be included and uploaded together in the same Trustee/US Trustee Initiated Matters batch.

- Trustee/US Trustee Initiated Matters batches need not include notice of hearing files, declaration files, proof of service files, or supporting document files in the batch. Application/motion/notice/objection files will be uploaded regardless of whether notice of hearing, declaration, proof of service, or other supporting

document files with the same case and docket control number combination exist in the batch. However, notice of hearing, declaration, proof of service, and other supporting document files will not be uploaded as part of a batch unless an application/motion/notice/objection file with the same case and docket control number combination is submitted as part of the batch.

- For application/motion/notice/objection and notice of hearing documents, no more than one file with a particular case number and docket control number combination in the filename shall be included in a Trustee/US Trustee Initiated Matters batch.

- A Trustee/US Trustee Initiated Matters batch may contain more than one declaration file, proof of service file and supporting document file with the same case number and docket control number combination in the filename.

How to Create a Trustee/US Trustee Initiated Matters 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/US Trustee Initiated Matters batch:

**YYYY-NNNNN-XXXX-DDD-NNN-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). For adversary proceedings, the sequence number shall include a leading zero (0NNNN).

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

   **MOT** - application/motion/notice/objection
   **NTCH** - notice of hearing
   **DECL** - declaration
   **POS** - proof of service
   **SUP** - other supporting document

c. **DDD-NNN** represents the docket control number (DCN) assigned to the motion/objection. Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials

of the law firm for the moving party) and the <u>number</u> that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters <u>should</u> <u>not</u> be used in docket control numbers.

In the file naming convention for Trustee/US Trustee Initiated Matters batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

d.  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, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, declarations of three different individuals (Jane Doe, John Q. Public, and Mary Jean Roe) in support of a motion with docket control number ABC-8 may be submitted within 30 days of each other for case number 04-50001 in files named 2004-50001-DECL-ABC-8-1JD.pdf, 2004-50001-DECL-ABC-8-1JQP.pdf, and 2004-50001-DECL-ABC-8-1MJR.pdf.

The following are examples of properly named .pdf files in a Trustee/US Trustee Initiated Matters batch:

<u>Batch 1</u> (same bankruptcy case and docket control number combination with optional notice of hearing, declaration, and proof of service)

  2003-55555-MOT-ABC-1.pdf
  2003-55555-NTCH-ABC-1.pdf
  2003-55555-DECL-ABC-1-1.pdf
  2003-55555-POS-ABC-1-1.pdf

<u>Batch 2</u> (same bankruptcy case and docket control number combination with no declaration and separate proof of service documents for the application/motion/notice/objection and the notice of hearing)

  2003-33333-MOT-DEF-9.pdf
  2003-33333-NTCH-DEF-9.pdf
  2003-33333-POS-DEF-9-1.pdf
  2003-33333-POS-DEF-9-2.pdf

<u>Batch 3</u> (different bankruptcy case and docket control number combinations)

2003-55555-MOT-MNO-1.pdf
        2003-55555-NTCH-MNO-1.pdf
        2003-55555-DECL-MNO-1-1.pdf
        2003-55555-POS-MNO-1-1.pdf
        2003-33333-MOT-MNO-13.pdf
        2003-33333-NTCH-MNO-13.pdf
        2003-33333-POS-MNO-13-1.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.

    e.  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).

    f.  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/US Trustee Initiated Matters** 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.