
CHAPTER 13

REQUEST FOR ORDER APPROVING FINAL REPORT & ACCOUNT AND DISCHARGING TRUSTEE



The CM EVENT and INSTRUCTIONS

January 14, 2015

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.

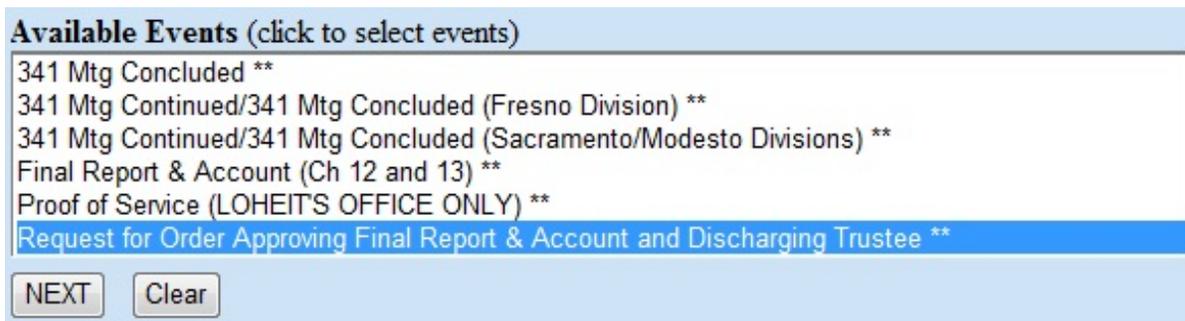
For Judge McManus cases, if there are no objections to the Final Report and Account filed **and** it is set for hearing, submit your proposed Order Approving Final Report & Account and Discharging Trustee for signature through eCalWebFiling.

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 **.



The screenshot shows a web interface titled "Available Events (click to select events)". It contains a list of event options:

- 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 **

The last option is highlighted in blue. Below the list are two buttons: "NEXT" and "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.