

Chapter 7 Trustee 341 Filings (Individual Cases) Notice of Assets

This will go over the screens of how to file a Notice of Assets. Prior to starting the action, you will need to verify any information that needs to be redacted is redacted in your word document of the Notice of Assets. Then please print your Notice of Assets document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

Click on Bankruptcy on the CM/ECF Main Menu Bar.



Click on Trustee Ch. 7.



Enter the **case number** and click **Next**.



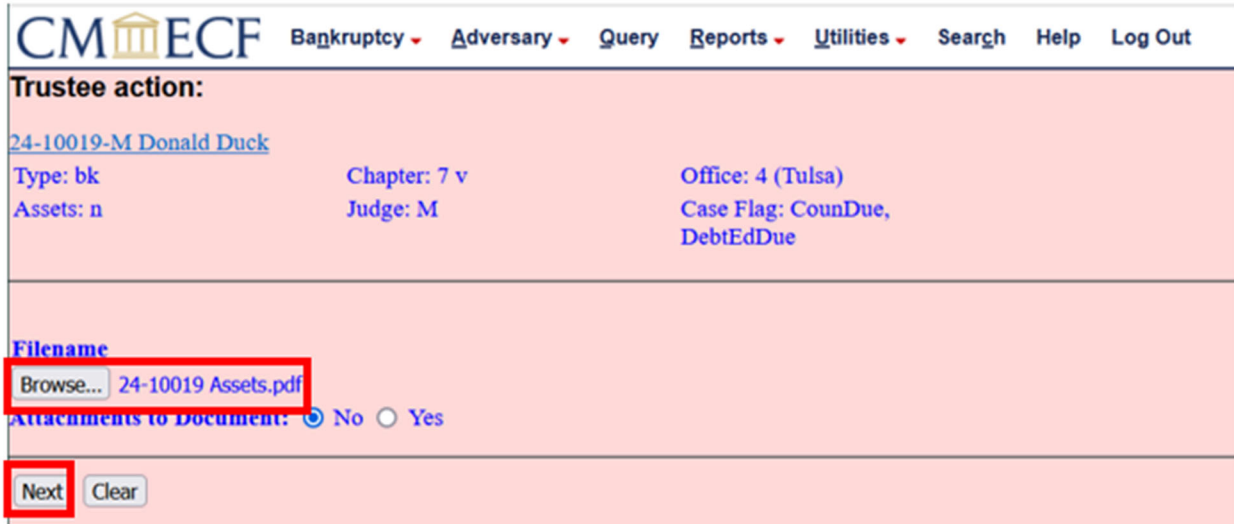
The screenshot shows the CM ECF search interface. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Trustee action". A search box labeled "Case Number" contains the text "4:24-bk-10019". To the right of the search box is a button labeled "Find This Case". Below the search box are two buttons: "Next" and "Clear".

Select Report of **Notice of Assets** and then click **Next**.



The screenshot shows the CM ECF case details and event selection interface. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Trustee action". The case details are displayed as follows: Case Number: 24-10019-M Donald Duck; Type: bk; Chapter: 7 v; Office: 4 (Tulsa); Assets: n; Judge: M; Case Flag: CounDue, DebtEdDue. Below the case details is a search box with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search box are two columns of event selection options: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Notice of Assets, Notice of Filing of Motion to Sell, Notice of Intent, Notice of Intent to Settle, Notice of Rejection or Assumption of Unexpired Lease or Executory Contract, Notice of Sale, Objection to Claim, Objection to Debtor's Claim of Exemptions, Operating Report, Proof of Interest, Reclassify Claims, Report of No Distribution - No Funds, Report of No Distribution - dismissed or converted no funds, Report of No Distribution - dismissed or converted some funds collected, and Report of No Distribution - minimal funds collected. The "Selected Events" list includes: Notice of Assets. Below the event selection options are two buttons: "Next" and "Clear".

You are now ready to navigate to find the PDF of the Notice of Assets that has already been created. Click on Browse to navigate to your Notice of Assets on your computer. When filing in the live database, right click and view the document prior to selecting. The PDF you attach will be an officially filed document with the court and cannot be deleted once it has been filed.



The screenshot shows the 'Trustee action' page for case 24-10019-M Donald Duck. The page includes a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The case details are: Type: bk, Chapter: 7 v, Office: 4 (Tulsa); Assets: n, Judge: M, Case Flag: CounDue, DebtEdDue. A 'Filename' field contains '24-10019 Assets.pdf' with a 'Browse...' button. Below it, 'Attachments to Document' has radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

The next screen is asking if this is an Amended Notice of Assets. In our case, it is not an amended filing, so we are selecting **No** and clicking **Next**.



The screenshot shows the 'Trustee action' page with the question 'Is the document being filed an Amended Notice of Assets?'. The case details are the same as in the previous screenshot. The 'No' radio button is selected. At the bottom, there are 'Next' and 'Clear' buttons.

The next screen is asking if you are attaching an Interim Report. We are not attaching one, so select **No** and click **Next**.

The screenshot shows the CM ECF interface with a navigation bar at the top containing links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the text "Trustee action:" is displayed. Underneath, the case details for "24-10019-M Donald Duck" are shown, including Type: bk, Assets: n, Chapter: 7 v, Judge: M, Office: 4 (Tulsa), and Case Flag: CounDue, DebtEdDue. A question "Are you attaching an Interim Report?" is followed by two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons are "Next" and "Clear" buttons.

You are now being asked if you want to Refer to existing event(s). We are not, so we are not selecting the box. Click **Next**.

The screenshot shows the CM ECF interface with the same navigation bar as the previous screenshot. Below the navigation bar, the text "Trustee action:" is displayed. Underneath, the case details for "24-10019-M Donald Duck" are shown, including Type: bk, Assets: n, Chapter: 7 v, Judge: M, Office: 4 (Tulsa), and Case Flag: CounDue, DebtEdDue. A checkbox labeled "Refer to existing event(s)?" is present and is not selected. Below the checkbox are "Next" and "Clear" buttons.

There is no notice of opportunity, leave the box blank and click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10019-M Donald Duck](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

If motion is filed with notice of opportunity of hearing please type the number of days in the text box. If not, leave blank

Neither of these options apply to what we are filing, so click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10019-M Donald Duck](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

If your pleading contains the following, please check.

Certificate of Service

Request for Expedited Hearing

If there are no modifications to be made to the docket text, click on the Next button. If you need to modify the docket text, click on the Back button to the appropriate screen and make corrections. Remember, once you change a screen, you must complete all screens after that point again. The docket text is how we want it to look, so we are going to click **Next** to proceed.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10019-M Donald Duck](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

Docket Text: Modify as Appropriate.

Notice of Assets . After investigation by the Chapter 7 Trustee, a reasonable likelihood exists that assets are present in this estate and that a distribution to creditors may result. The Trustee requests that the Clerk of Court issue Notice of Claims Bar Date to the current creditor list in this case. Filed by Trustee. (TestAccount, Trustee)

The Final Text Screen displays what will appear on the docket. You will have no further opportunity to modify this submission if you continue.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10019-M Donald Duck](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

Docket Text: Final Text

Notice of Assets. After investigation by the Chapter 7 Trustee, a reasonable likelihood exists that assets are present in this estate and that a distribution to creditors may result. The Trustee requests that the Clerk of Court issue Notice of Claims Bar Date to the current creditor list in this case. Filed by Trustee. (TestAccount, Trustee)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

The Notice of Electronic Filing will appear. The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database. Clicking on the case number hyperlink will display the docket report for this case. Click on Run Report to view the docket sheet. Clicking on the document number hyperlink will display the PDF image of the document just filed.

The screenshot shows the CM/ECF Trustee action page. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Trustee action:" and displays case information for "24-10019-M Donald Duck". The case details include: Type: bk, Chapter: 7 v, Office: 4 (Tulsa), Assets: n, Judge: M, Case Flag: CourtDoc, and DebtEdDue. A notice states: "***NOTICE: This document constitutes an official stamp of the Court and, if attached to the document identified below, serves as a file stamped copy of the pleading. The first page of this document may be used in lieu of the Court's mechanical file stamp for the named document only, and misuse will be treated the same as misuse of the Court's official mechanical stamp. The Court's Electronic Document Stamp is a verifiable mathematical computation unique to the filed document and the Court's private encryption key. This alpha-numeric code assures that any change can be detected." Below this, it identifies the court as "U.S. Bankruptcy Court Northern District of Oklahoma". The "Notice of Electronic Filing" section states that the transaction was received from TestAccount, Trustee entered on 2/26/2024 at 3:05 PM CST and filed on 2/26/2024. It lists the Case Name as Donald Duck, Case Number as 24-10019-M, and Document Number as 1. The "Docket Text" section includes a "Notice of Assets" and a "Document description: Main Document" with the original filename "Blank Test Document.pdf" and an "Electronic document Stamp" containing a long alphanumeric code. The "24-10019-M Notice will be electronically mailed to:" section lists Patrick J. Malloy, III as the recipient, with contact information for his law firm and the Office of the United States Trustee. It also lists Johnny Paxser as the sender on behalf of Debtor Donald Duck. The "24-10019-M Notice will not be electronically mailed to:" section is currently empty.

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072

Email: cmecf@oknb.uscourts.gov