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.

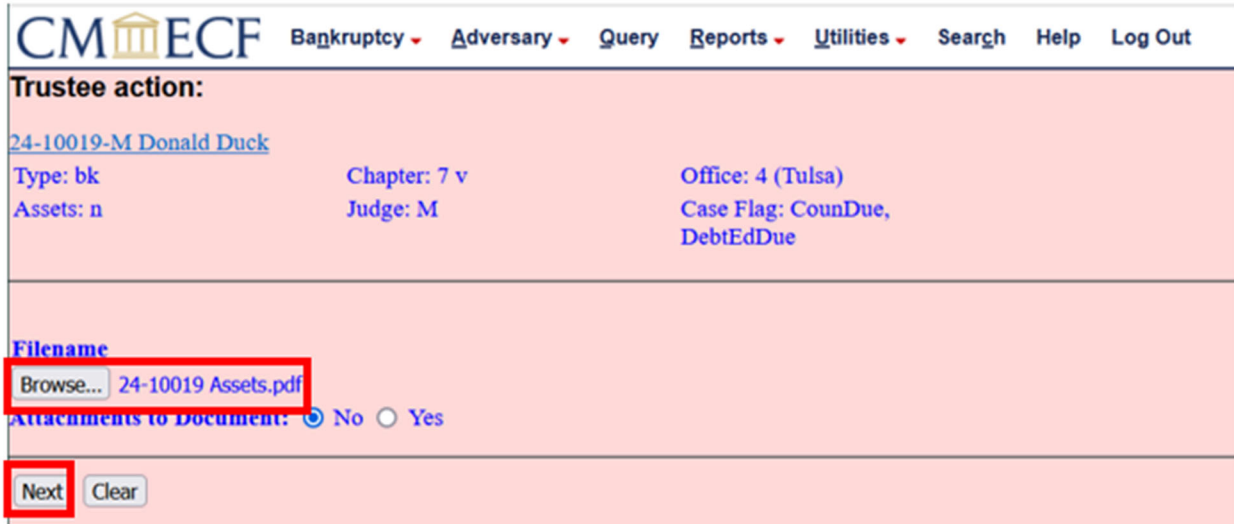Enter the **case number** and click **Next**.

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

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 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**.

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for the Northern District of Oklahoma

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

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.**

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

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

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.

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

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.

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