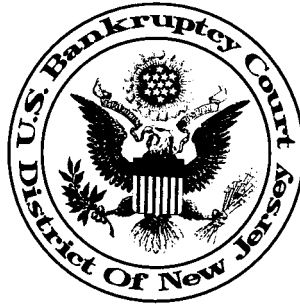


UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
James J. Waldron, Clerk



INFORMATION FOR TRUSTEES

NOVEMBER 8, 2002

1. Several new instructions have been posted to the court's online manual, [CM/ECF Event Instructions](#). Please refer to this manual if you have any questions regarding electronic filing. If you still have additional questions after consulting the manual, please contact the court's Help Desk or contact the Trustee Liaison by e:mail at Lisa_Seiler@njb.uscourts.gov.
2. Approximately \$175,000.00 was disbursed to trustees in October for cases closed in August and September. Disbursements for cases closed in October will begin shortly. Please contact Lisa Seiler with questions or problems.
3. Please continue to notify Lisa Seiler if any aspect of case management is delayed. For example: a UST Statement of Review was filed, but a Final Meeting has not been scheduled; an objection deadline on a Notice of Information has passed, but a Certification of No Objection has not been entered; a Final Report was filed, but the Final Decree has not been entered.
4. **Procedural Issue**: When a case is converted, the first trustee is terminated and will no longer appear as a party to the case. If the terminated trustee files post conversion documents such as a Final Report, he or she must add themselves in as an Interested Party. This is accomplished by clicking on **Add/Create New Party** on the **Party Screen**. After searching and selecting your name, select **Interested Party** from the **Role** drop down list on the **Party Information** screen.
5. **Procedural Issue**: Appointments of Trustees are now part of the 341 notice. The United States Trustee no longer issues a formal "Notice Appointing Trustee" with the exception of Chapter 11 cases, Chapter 11 cases converted to Chapter 7 and cases in which a Trustee has rejected their appointment.
6. Please note on our Web site that CM/ECF will be unavailable from 8:00 pm on

Wednesday, November 27 through 8:00 am on Monday, December 2 for hardware maintenance.