

## PROCESSING CHECKS RECEIVED FROM BANKRUPTCY TRUSTEE

TSK 07-0014 (REV 11/1/02)

Courtesy of Port Orchard Municipal Court

When a check is received from a Bankruptcy Trustee, the **Court Clerk**:

1. **Identifies** the cases involved in the Bankruptcy by reviewing case numbers on check and case numbers listed in the court docket when the Notice of Bankruptcy was filed.
2. **Determines** if cases identified are at collection.
3. If case is at collection, **makes** a docket entry on each case stating that a check was received and forwarded to the collection agency.

**NOTE: USE "BDK" SCREEN TO MAKE BATCH DOCKET ENTRIES.**

**EXAMPLE:**

"RECEIVED CHECK #167047 FOR \$19.81 FROM DAVID HOWE, TRUSTEE FOR BANKRUPTCY CASE 01-43778 – FORWARDED TO ALLIANCEONE"

4. **Forwards** check to appropriate collection agency.
5. If case is not at collection, **makes** the following docket entry and **receipts** for payment on appropriate case per Bankruptcy Plan submitted by defendant and Trustee.

**EXAMPLE:**

"RECEIVED CHECK #167047 FOR \$19.81 FROM DAVID HOWE, TRUSTEE FOR BANKRUPTCY CASE 01-43778"