U.S. Department of Justice

United States Trustee Program

Generating a Trustee Final Report Generation System (TFRGS) Form
Version 2.2

August 26, 2022

Contents

1   Introduction

Pursuant to 28 U.S.C. § 589b, as amended by the Small Business Reorganization Act of 2019 (SBRA), uniform forms are required for final reports (FR) by trustees in cases under subchapter V of chapter 11 (subchapter V).

To assist subchapter V trustees who do not have access to produce the FR, the U.S. Trustee Program (USTP) created the Trustee Final Report Generation System (TFRGS). TFRGS is a Web site that contains a fillable PDF version of the FR. Trustees can download this "smart" form from the USTP Web site, enter data into the data-enabled fields using Adobe Acrobat Reader DC, save the file to PCs, and then file them with the bankruptcy courts as PDF files containing embedded data.

The "smart" TFRGS FR is defined as a report form that allows users to:

- Enter data in a fillable PDF.

- Add (and delete) recurring rows (a.k.a. "expandable fields"). Text and fields below the recurring rows will shift up or down as recurring rows are deleted or added, respectively.

- Save the form with the data they have entered.

To safeguard the privacy of individuals, fields containing personally identifiable information (PII) cannot be embedded on the form that is filed with the court; nor can the data be saved to, or stored on, the TFRGS Web site. Nevertheless, such PII information must appear on the completed form that is filed with the court.

The TFRGS resolves this conflict by allowing the user to enter data into the report form and to generate a file-able version of the form, on which the PII is visible, but not embedded in the form.

2   Using TFRGS and Creating the Smart Form

2.1   Technical Requirements and Setup

The following are the system requirements for completing the TFRGS form:

Web Browser such as Microsoft Edge or Google
Adobe Acrobat Reader DC

2.2   Field Types in TFRGS Forms

The TFRGS form contains fillable fields. Depending on your Adobe Reader settings, these fields may appear highlighted. Below are the different types of fields:

Field Type	Formatting Standard
Text	Free text; up to available limit of field. Certain fields will allow multiple lines of text.
Pick List	Contains several options within a drop-down list.
Numeric	Non-negative whole numbers up to available limit of field.
Numeric (currency)	Dollar amounts up to 10 digits, plus two decimal places.
Date	Dates formatted as M/D/YYYY or MM/DD/YYYY. Date fields also have an associated Calendar tool, accessible by clicking the downward arrow that appears in the active field.

2.3   Navigation within TFRGS Forms

Users may click directly in a field to begin entering data; or users may press **<TAB>** on their keyboards to move forward through the fields or **<SHIFT>** + **<TAB>** to move backwards. The tab order is set as top-down, then, left-right on the page.

2.4   Completing the SMART Form

Use the **Web Browser** to navigate to CHAPTER 11 SUBCHAPTER V HANDBOOKS & REFERENCE MATERIALS, click on the Chapter 11 Subchapter V Trustee's Final Report and Account (UST Form 101-11(V)-FR (TFRGS)) link and save the file to your PC. Close the browser.

Open the saved file with **Adobe Acrobat Reader DC**[1], This file contains a watermark, "Do Not File With Court."

---

[1] Do not use Adobe Acrobat Pro DC for this step. Using Adobe Acrobat Pro DC will result in the loss of embedded data from the form.

Begin entering data into the fields. Some sections allow for multiple entries (e.g., multiple claims by creditors). These sections have an **Add** button beneath the row and a **Delete** button to the left of each row. Click **Add** to insert another row just below the previous row; click **Delete** to remove the row to the right of the **Delete** button (one row will always remain). Save the file at regular intervals to ensure that you do not lose your work.

Creditors:

	Creditor Name	Debt Type	Claim Scheduled	Claim Asserted	Claim Allowed	Principal Paid	Int. Paid
Delete							
Click the add button to add additional creditors	Add						

Figure 1. Add and Delete Buttons for Sections that Allow Multiple Rows

Once you have entered all the data in the form, save the file again. Ensure you are connected to the Internet. Click the **<Generate PDF for Court Filing>** button located at the bottom of the form. You will be prompted to save the file.

Save	Generate PDF for Court Filing

Figure 2. Save and Generate PDF Buttons

Once you click the **<Generate PDF for Court Filing>** button and save the file, the system will return the PDF file to you. This file will no longer have the "Do Not File With Court" watermark. Save the file to your PC.

UNITED STATES BANKRUPTCY COURT
DISTRICT OF _____
<Enter Division name if applicable, else delete this text>

In re: §   Case No.
                                                §
                                                §
                                                §
            Debtors   §

_____

CHAPTER 11 SUBCHAPTER V
TRUSTEE'S FINAL REPORT AND ACCOUNT

_____, chapter 11 trustee

Figure 3. The Smart Form Displayed in Adobe Acrobat Reader DC

Save the file to your PC. You may also print the file. It is ready for filing with the court.

<u>Tips</u>

- All data must be saved to your local PC (do so before generating a file-able form). Saving the file periodically while working from your local PC ensures that you will not have to complete the form in its entirety a second time should you wish to make further changes after generating the form for court filing.

- You must be connected to the Internet in order to generate a file-able form. You **do not** have to be connected to the Internet to enter data into the form.

- The file-able form generated by the system does not contain the "Do Not File With Court" watermark.

- Some fields are validated for format. Adobe Acrobat Reader DC will warn you if you do not enter the data correctly in these fields. However, you will be able to continue to the next field, to save, and generate the files with these warnings.

- Automated calculation functionality is present for some of the fields.

- Due to the design of the forms, if you add enough recurring rows to require an additional page, a page break will occur between the last recurring row and the next page of the form.