



U.S. Department of Justice

United States Trustee Program

**Generating a Trustee Final Report Generation
System (TFRGS) Form**

Version 1.0

April 1, 2009

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1 Introduction

Pursuant to Section 602 of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA), codified at 28 U.S.C. § 589b, uniform forms for final reports by trustees under chapters 7, 12, and 13 of the Bankruptcy Code have been issued. The forms were developed through the federal rulemaking process (73 Fed. Reg. 58438 – 45 (Oct. 7, 2008)) and take effect April 1, 2009.

Most private trustees have access to software that will produce these forms. To assist those that do not, the U.S. Trustee Program (USTP) deployed the Trustee Final Report Generation System (TFRGS). TFRGS is a Web site that contains fillable PDF versions of each of the seven applicable uniform forms. Using Adobe Reader, the trustees can download these “smart” forms from the USTP Web site, enter data into the data-enabled fields, save the files to their workstations, and then upload them to the bankruptcy courts as data-enabled PDF files.

A “smart” TFRGS uniform form is defined as a form that allows users to:

- Enter data in a data-enabled 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.
- Generate a PDF/A compliant form (by clicking on the **Generate PDF for Court Filing** button) for filing with the bankruptcy court.

To safeguard the privacy of individuals, fields containing personally identifiable information (PII) cannot be data-enabled on the form that is filed with the court; nor can the data be saved to, or stored on, TFRGS. 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 final form using the Generate PDF for Court Filing button where the PII is visible, but not data-enabled.

This form is returned in a format that is compliant with PDF Archive (PDF/A) standards.

2 Technical Requirements and Using Adobe Reader

2.1 Technical Requirements and Setup

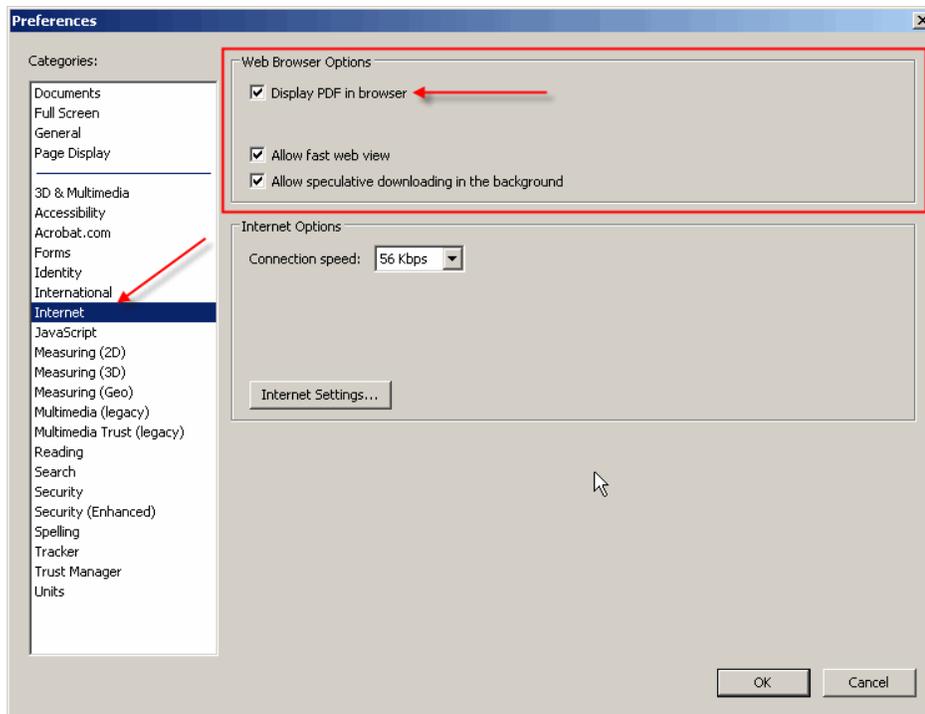
The following are the system requirements for completing the TFRGS forms:

Internet Explorer Version 7.0 or higher

Adobe Reader Version 9.0 or higher

Before you begin, you must change the settings in Adobe Reader to display PDFs in Internet Explorer. Complete the following:

1. Open Adobe Reader.
2. From the menu bar, select **Edit > Preferences**. The **Preferences** window is displayed.
3. Under **Categories**, select **Internet**. Under **Web Browser Options**, ensure the **Display PDF in browser** box is checked. Click **OK**. You may close Reader.



2.2 Field Types in TFRGS Forms

Each of the TFRGS forms contains data-enabled 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 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 General Tips for Completing the TFRGS Forms

Before you begin, please review the following system requirements and other tips:

- **Do not use Adobe Acrobat to complete the TFRGS forms.** The TFRGS forms are designed to work with Adobe Reader. Using Adobe Acrobat will result in the loss of data from the form.
- The smart forms on the TFRGS Web site are the most current versions of the form. Once downloaded, you may continue to use that form to submit final reports; however, be sure to check the TFRGS site periodically for updates.
- 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 PDF/A version of the form.
- 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, such as date fields that require the MM/DD/YYYY format. Adobe Reader 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 submit the files with these errors.
- Automated calculation functionality is not present in this initial release of TFRGS forms. This will be implemented in a future release of the forms.

- 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.

3 Completing the Smart Form

Do the following to retrieve and complete the smart form:

1. From the home page for the Trustee Final Report Generation System (TFRGS) at: <http://www.usdoj.gov/ust/tfrgs/index.htm>, click the **Uniform Final Reports & Instructions** link.

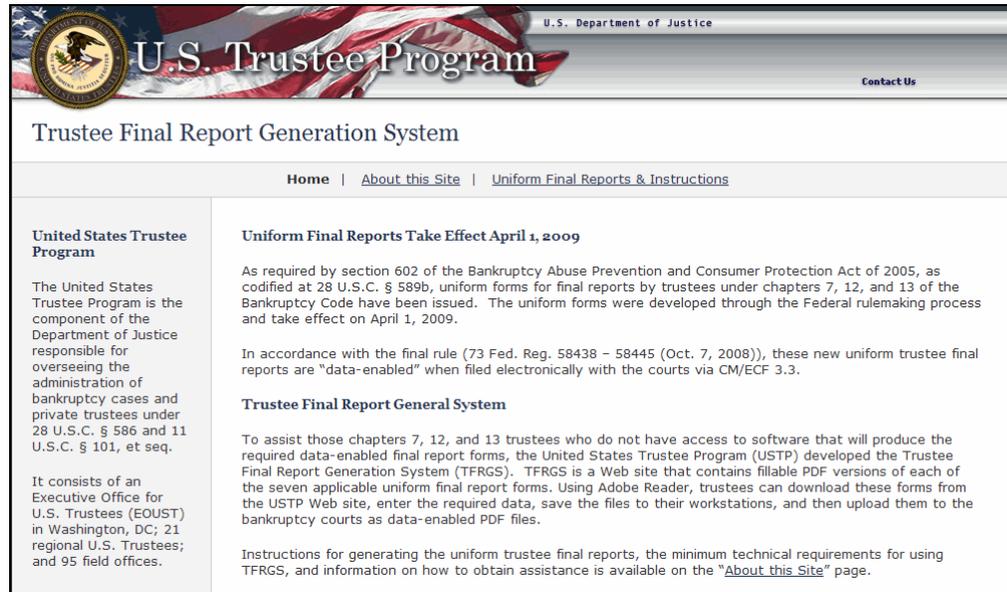


Figure 1. TFRGS Home Page

2. Click the file name of the PDF you wish to download. The file will launch Adobe Reader within another Internet browser window.



Figure 2. TFRGS Reports and Instructions Page

3. Once the file is open, select **File > Save as**. Name the file and save it to a location on your PC.

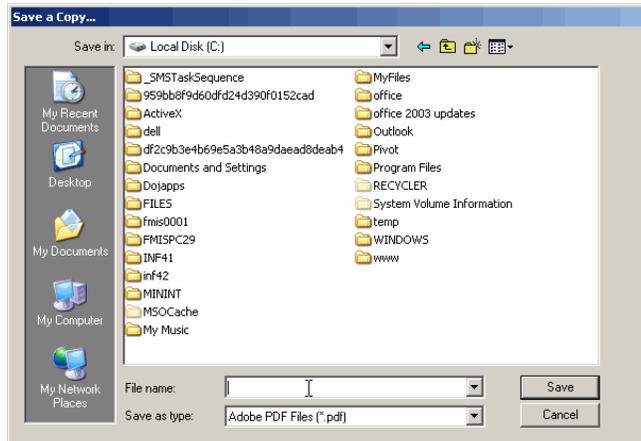


Figure 3. Adobe "Save As" Window

4. Close the browser. Open the saved file in Adobe Reader. This file contains a watermark, "Do Not File With the Courts."
5. Begin entering data into the fields. Some sections allow for multiple entries (e.g., multiple claims by creditors). These fields have an **Add** button beneath the row. Click **Add** to insert another row just below the previous row; click **Delete** to remove a row (one row will always remain). Save the file at regular intervals to ensure that you do not lose your work.

Claims of secured creditors will be paid as follows:

Delete	Claimant	Proposed Payment

Click Add button to add additional secured creditors. Add

Figure 4. "Add" Row Button

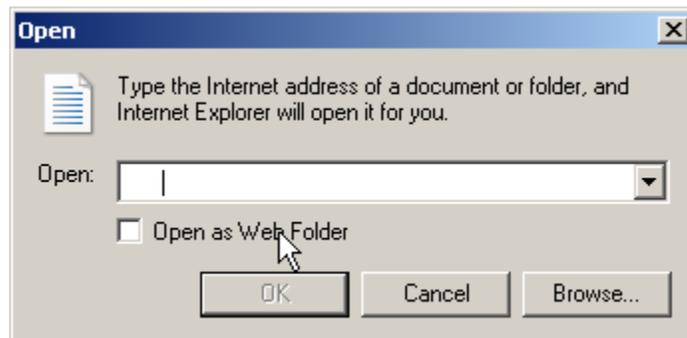
6. Once you have entered all the data in the form and are ready to generate the PDF/A file for submission, save the file again.

4 Generating the Form to be Filed with the Court

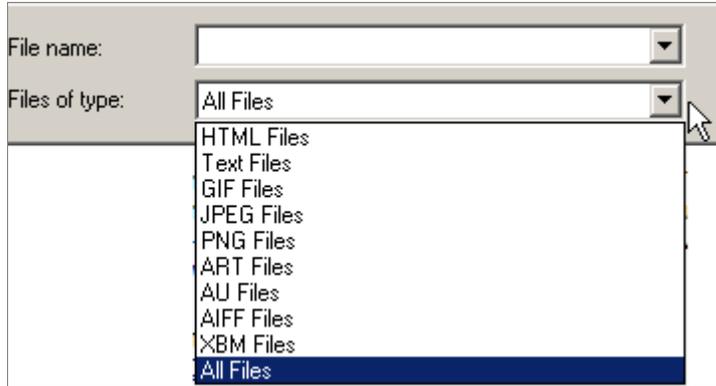
There are two available methods to generate the PDF/A form. Users may submit the form either using Internet Explorer or from Adobe Reader. Each method is described below.

Internet Explorer

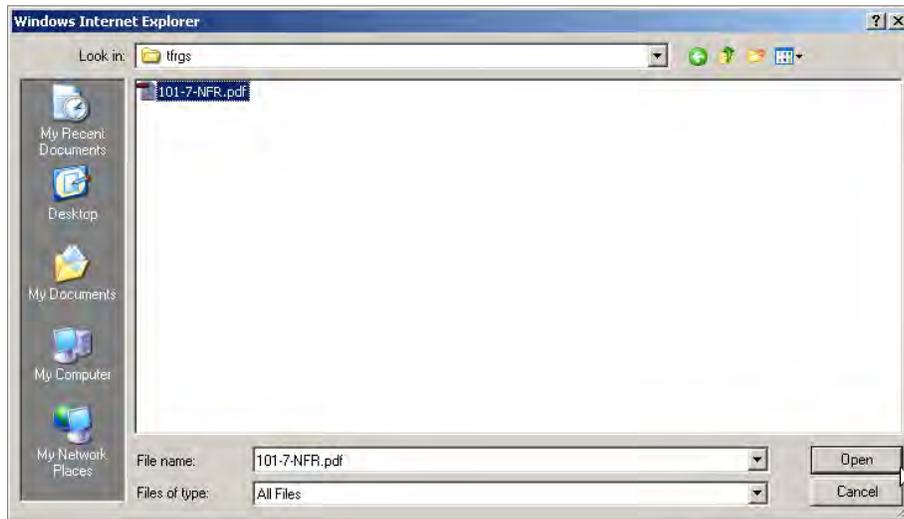
1. From **Internet Explorer**, select **File > Open**. The **Open** window is displayed.



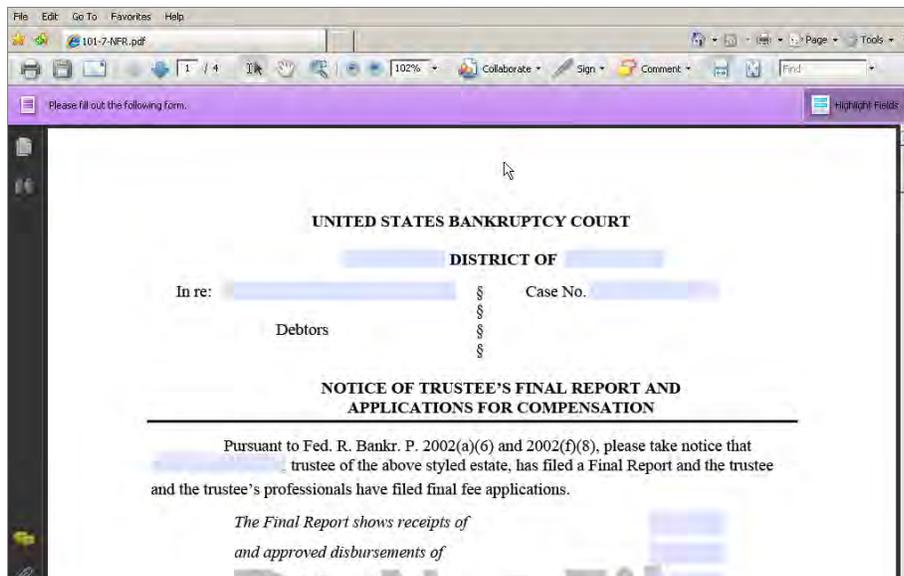
2. Click **Browse**. The explorer window is displayed.
3. In the **Files of type** drop-down list, select **All Files**.



4. Navigate to your desired form.



5. Select the form and click **Open**, then click **OK** on the **Open** window. The form is displayed in an Internet Explorer window.



6. 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.

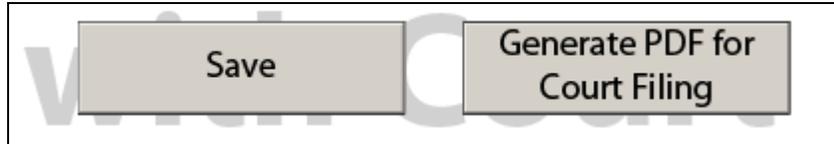


Figure 5. "Save" and "Generate PDF" Buttons

7. Once you click the **Generate PDF for Court Filing** button and save the file, the system will return the PDF/A file to you. This file will no longer have the watermark. Save the file to your PC. This is the electronic copy of the uniform final report for filing with the court. You may also print the file.

Adobe Reader

1. Open the completed form in Adobe Reader.
2. Ensure you are connected to the Internet. Click the **Generate PDF for Court Filing** button located at the bottom of the form. Save the form when prompted.
3. Once you click the **Generate PDF for Court Filing** button and save the file, the system will return the PDF/A file to you. This file will not contain a watermark, and is appropriate for filing with the court.

Note: If you receive an error when generating the PDF/A version, submit the form using the Internet Explorer method explained above.