

INSTRUCTIONS FOR FORM 3 SUMMARY INTERIM ASSET REPORT

When to Complete Form 3

Trustees are required to file a Summary Interim Asset Report (Form 3) at least annually, unless the United States Trustee requires that it be filed more frequently. Form 3 includes the trustee's certification that he or she has filed and reviewed Forms 1 and 2 for all cases listed on the Form 3 and that they are accurate and correct to the best of trustee's knowledge. The trustee's signature and date may be handwritten or electronic. Either method is acceptable for the trustee's certification. [Language added April 1, 2017.]

Form 3 is a summary listing of pending asset cases, shown in sequence by case number. It lists each case in which: (1) the trustee expects to, or has, declared the case to be an asset case; (2) the trustee is in possession of property or funds, or expects to receive property or funds; or (3) a no-asset report has not been filed with the United States Trustee and the court, and 120 days have passed since the initial examination of the debtor at the § 341(a) meeting. Additional information is provided on page Forms - 1.

Many of the entries on Form 3 are made from the Individual Estate Property Record and Report (Form 1) and the Estate Cash Receipts and Disbursements Record (Form 2). The key to preparing an accurate Form 3 is to make sure that Forms 1 and 2 are accurate and up-to-date for each case that is required to be included on Form 3. These Forms should be carefully reviewed and updated before Form 3 is prepared.

How to Complete Form 3

Header Information

The trustee should enter the trustee's name, period ending date, blanket bond amount, and per case limit. The dollar amount of the blanket bond should be entered in the heading and not the word "blanket."

Column 1: Case No.

Column 1 records the bankruptcy case number.

Column 2: Case Name

Column 2 records the complete name of each debtor, including a DBA or AKA, if needed to identify the debtor.

Column 3: Date Filed (f) or Converted (c) to Chapter 7

Column 3 records the later of the date the case was filed under chapter 7 or the date the case converted to chapter 7. The letter (f) for the filing date or the letter (c) for the conversion date is to be entered beside the appropriate date in Column 3.

Column 4: Total Funds on Deposit or Invested (from Form 2)

Column 4 contains the balance of funds on hand in all estate bank accounts as of the end of the reporting period. This total is obtained from the last page of all Form 2s.

Column 5: Amount of Separate Bond (if any)

Column 5 should list the amount of any separate/additional bond obtained in a case.

Column 6: Gross Value of Remaining Assets (from Form 1)

Column 6 should list the gross value of all remaining assets in each estate. This value is obtained from Column 6 on Form 1.

Column 7: Date of Estimated (e) or Actual Disposition

Column 7 contains the order entry date if the case was converted (C), dismissed (D), or reassigned (R). Otherwise, Column 7 contains the date of submission of the final report (TFR), final account (TDR), or no-asset report (report of no distribution or NDR). If the TFR has not been submitted, the estimated TFR(e) date should be shown.

FORM 3
SUMMARY INTERIM ASSET REPORT

Trustee: _____
For Period Ending: _____

Blanket Bond Amount: _____
Per Case Limit: _____

1	2	3	4	5	6	7
Case No.	Case Name	Date filed (f) or converted to chapter 7	Total funds on deposit or invested (from Form 2)	Amount of separate bond (if any)	Gross value of remaining assets (from Form 1 – excludes unknown values)	<u>Date of Actual Disposition by*</u> : Final Report (TFR) Final Account (TDR) Report of No Distribution (NDR) Conversion (C) Dismissal (D) Reassignment (R) <i>* If TFR not filed, insert estimated (TFR(e)) date.</i>

TOTALS _____

I certify that I have filed and reviewed Forms 1 and 2 for all cases listed above and that they are accurate and correct to the best of my knowledge.

Trustee's signature: _____ Date signed: _____

