



U.S. Department of Justice

United States Trustee Program

Generating a Trustee Final Report Generation System (TFRGS) Form

Version 2.2

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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 took 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) created 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. Trustees can download these “smart” forms from the USTP Web site, enter data into the data-enabled fields using Adobe Acrobat Reader DC, save the files to PCs, and then file them with the bankruptcy courts as PDF files containing embedded data.

A “smart” TFRGS uniform form is defined as a 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 final form, on which the PII is visible, but not embedded in the form.

2 Technical Requirements and Using Adobe Reader

2.1 Technical Requirements and Setup

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

Web Browser: Microsoft Edge or Google Chrome

Adobe Acrobat Reader DC

(available for download from [Adobe's Web site.](#))

2.2 Field Types in TFRGS Forms

Each of the TFRGS forms 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 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 [TRUSTEE FINAL REPORT GENERATION SYSTEM \(TFRGS\)](#), click on the link for the desired form and save the file to your PC. Close the browser.

TRUSTEE FINAL REPORT GENERATION SYSTEM (TFRGS)

(Effective October 1, 2010)

Note: UST Form 101-7-TFR has been updated effective May 1, 2011

These uniform final forms are to be used for all final reports filed on or after October 1, 2010.

For information on how to generate the uniform final reports available through this Web site, please read the [Generating Uniform Final Reports Instructions](#).

TFRGS Reports and Instructions		
Title	Description	TFRGS Instructions
Chapter 7		
UST Form 101-7-TFR (TFRGS)	Chapter 7 Trustee's Final Report (TFR) (updated 5/1/11)	Instructions for UST Form 101-7-TFR (TFRGS)
UST Form 101-7-NFR (TFRGS)	Chapter 7 Notice of Trustee's Final Report and Applications for Compensation (NFR) (effective 10/1/10)	Instructions for UST Form 101-7-NFR (TFRGS)
UST Form 101-7-TDR (TFRGS)	Chapter 7 Trustee's Final Account and Distribution Report Certification That The Estate Has Been Fully Administered and Application To Be Discharged (TDR) (effective 10/1/10)	Instructions for UST Form 101-7-TDR (TFRGS)
Chapter 12		
UST Form 101-12-FR-S (TFRGS)	Chapter 12 Standing Trustee's Final Report and Account (effective 0/1/00)	Instructions for UST Form 101-12-FR-S (TFRGS)

Figure 1. TFRGS Final Reports and Instructions Page

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

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

In re: § Case No.
§
§
§
§

Debtor(s)

TRUSTEE'S FINAL REPORT (TFR)

The undersigned trustee hereby makes this Final Report and states as follows:

Case was converted to chapter 7.

1. A petition under chapter of the United States Bankruptcy Code was filed on .

The undersigned trustee was appointed on .

2. The trustee faithfully and properly fulfilled the duties enumerated in 11 U.S.C. §704.

Assets are reserved.

3. All scheduled and known assets of the estate have been reduced to cash, released to the debtor

Figure 2. The Smart Form Displayed in Adobe Acrobat Reader DC

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.

Claims of secured creditors will be paid as follows:					
<i>Claim No.</i>	<i>Claimant</i>	<i>Claim Assorted</i>	<i>Allowed Amount of Claim</i>	<i>Interim Payments to Date</i>	<i>Proposed Payment</i>
<input type="button" value="Delete"/>					
<i>Click Add button to add additional secured creditors.</i>					
			<input type="button" value="Add"/>		
Total to be paid to secured creditors:					\$0.00
Remaining balance:					\$0.00

Figure 3. 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.

<input type="button" value="Save"/>	<input type="button" value="Generate PDF for Court Filing"/>
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Figure 4. 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 _____

In re: _____ § Case No. _____
 _____ §
 _____ §
 _____ §
 _____ §

Debtor(s)

TRUSTEE'S FINAL REPORT (TFR)

The undersigned trustee hereby makes this Final Report and states as follows:

1. A petition under chapter ___ of the United States Bankruptcy Code was filed on _____.
- The undersigned trustee was appointed on _____.
2. The trustee faithfully and properly fulfilled the duties enumerated in 11 U.S.C. §704.
3. All scheduled and known assets of the estate have been reduced to cash, released to the debtor as exempt property pursuant to 11 U.S. C. § 522, or have been or will be abandoned pursuant to 11 U.S.

Figure 5. The Smart Form Displayed in Adobe Acrobat Reader DC Without the Watermark

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

Tips

- 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.