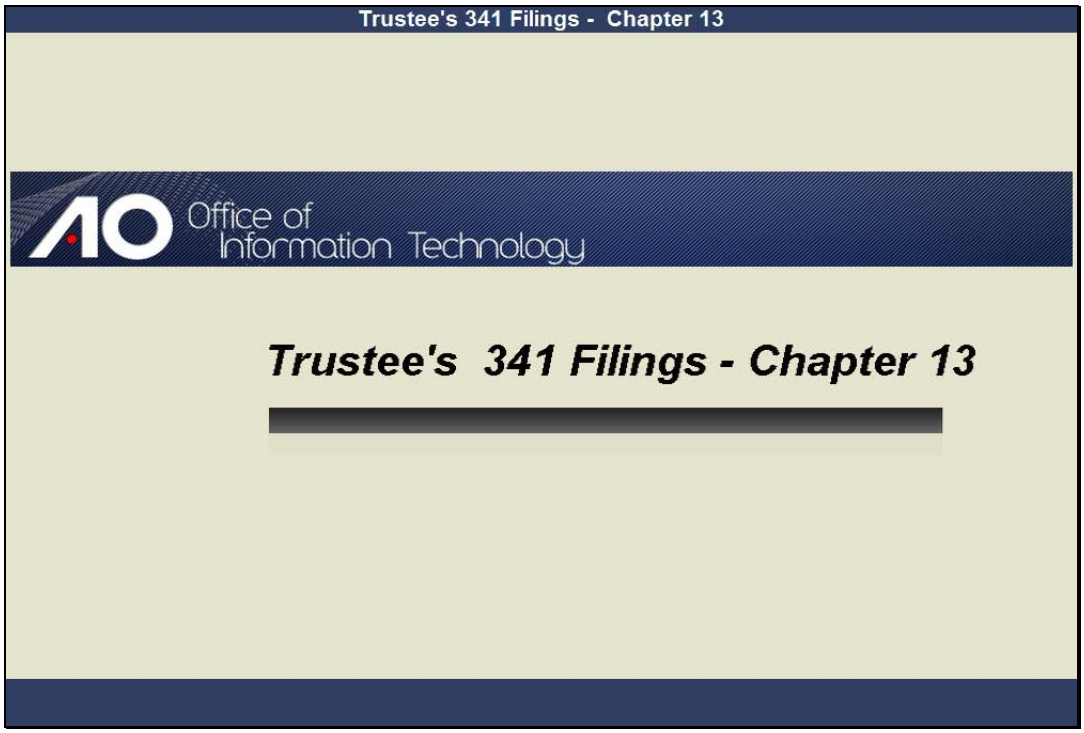
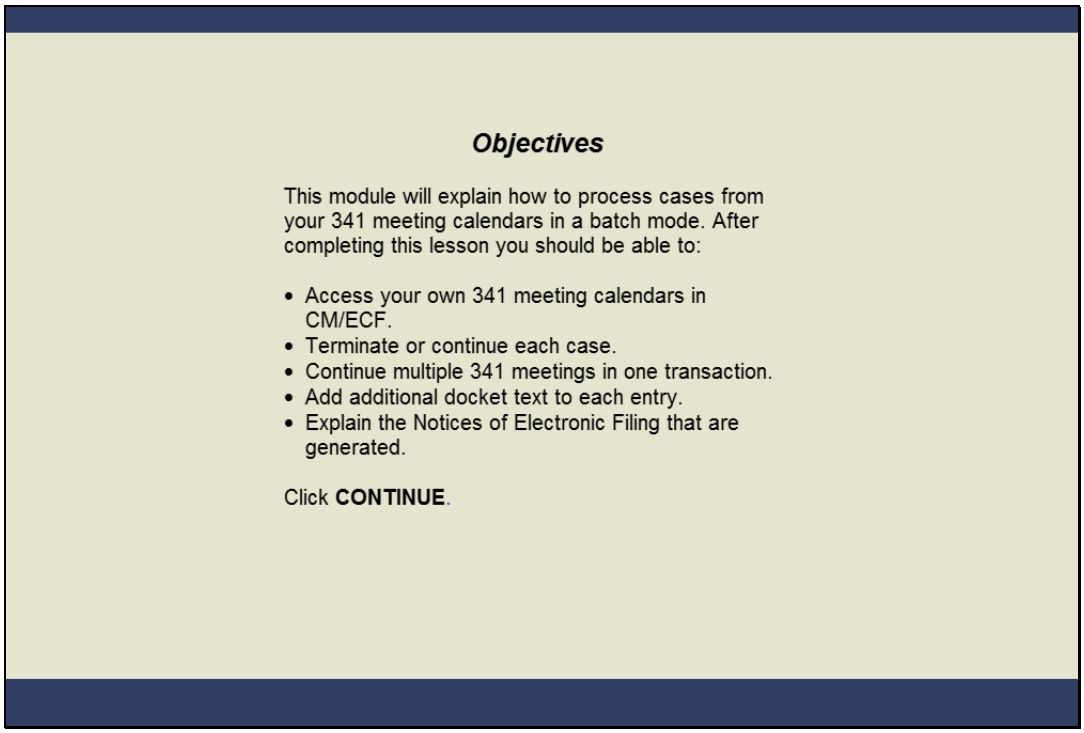


Welcome

Slide notes: Click to add notes for the selected slide



Objectives

Slide notes: The Trustee's 341 Filings program allows you to process your completed 341 meeting settings in an efficient and timely manner. After completing this lesson you should be able to find your 341 meetings menu to terminate or continue multiple cases,

continue multiple 341 meetings in one transaction, customize the docket text, and explain how the Notices of Electronic Filings, or NEFs, are different from single case processing. Click CONTINUE.

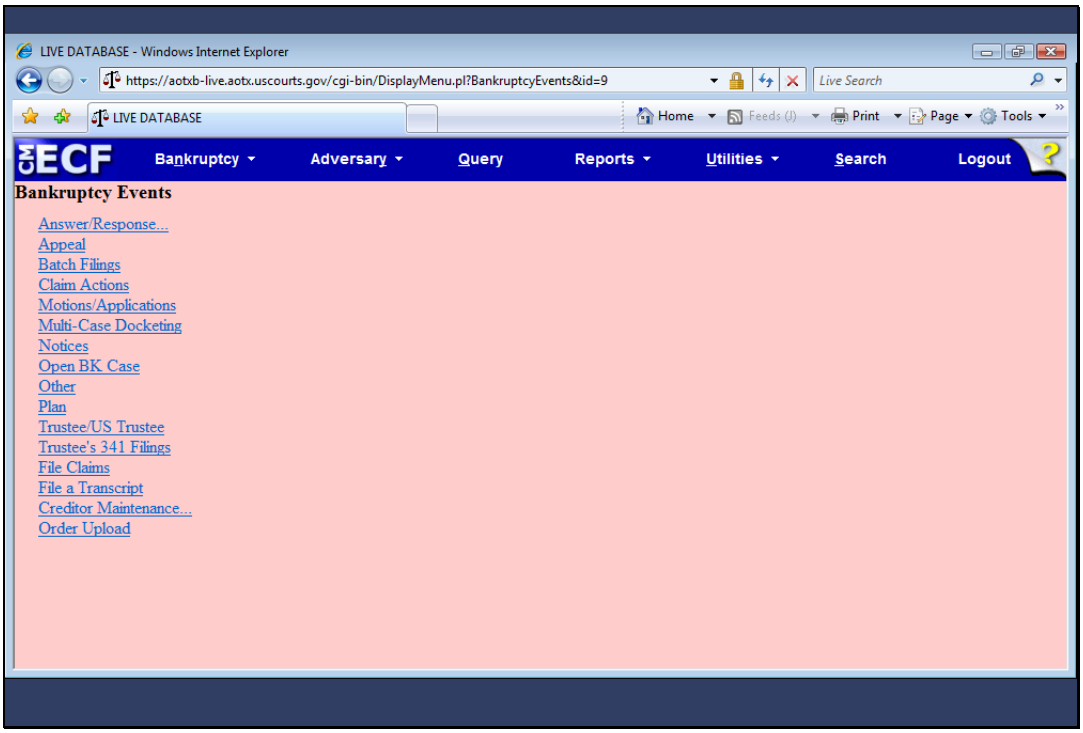
Slide 3

Slide notes: The procedure described in this module was developed to expedite the processing of 341 meetings. The Trustee's 341 Filings program enables the trustee to enter the outcome of debtor appearances and have the event immediately recorded on the docket report.

To demonstrate this procedure, I have logged into CMECF as the trustee Kathy Nelson. To begin I'll click Bankruptcy.

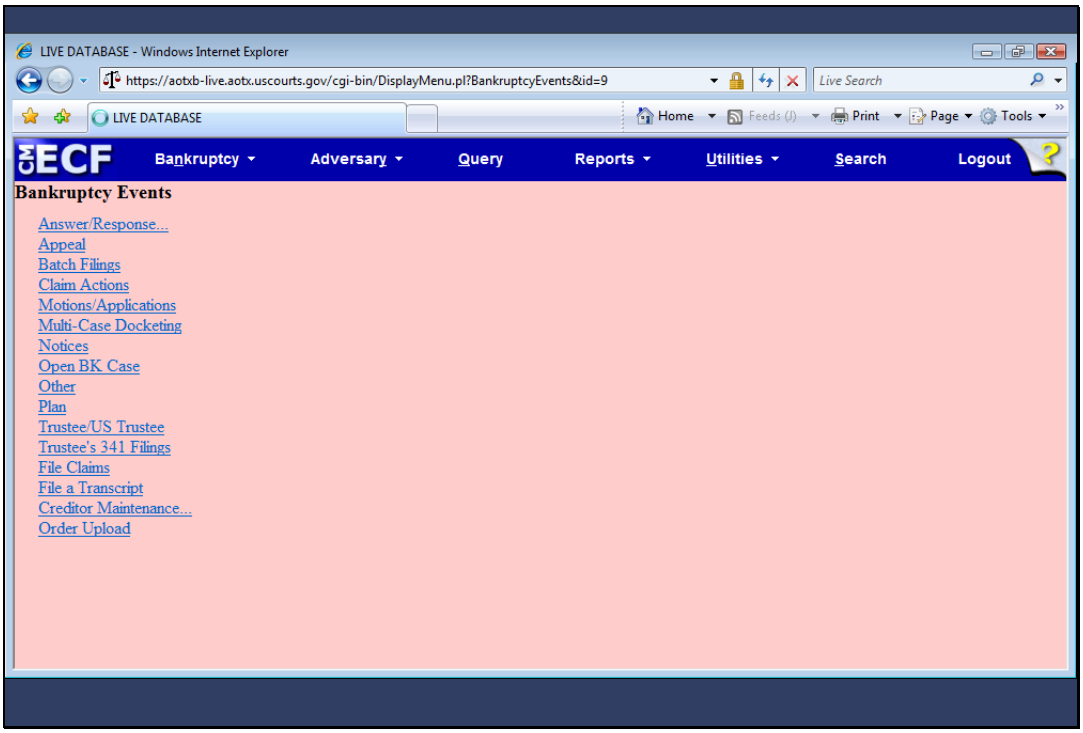
Slide 4

Slide notes: Click to add notes for the selected slide



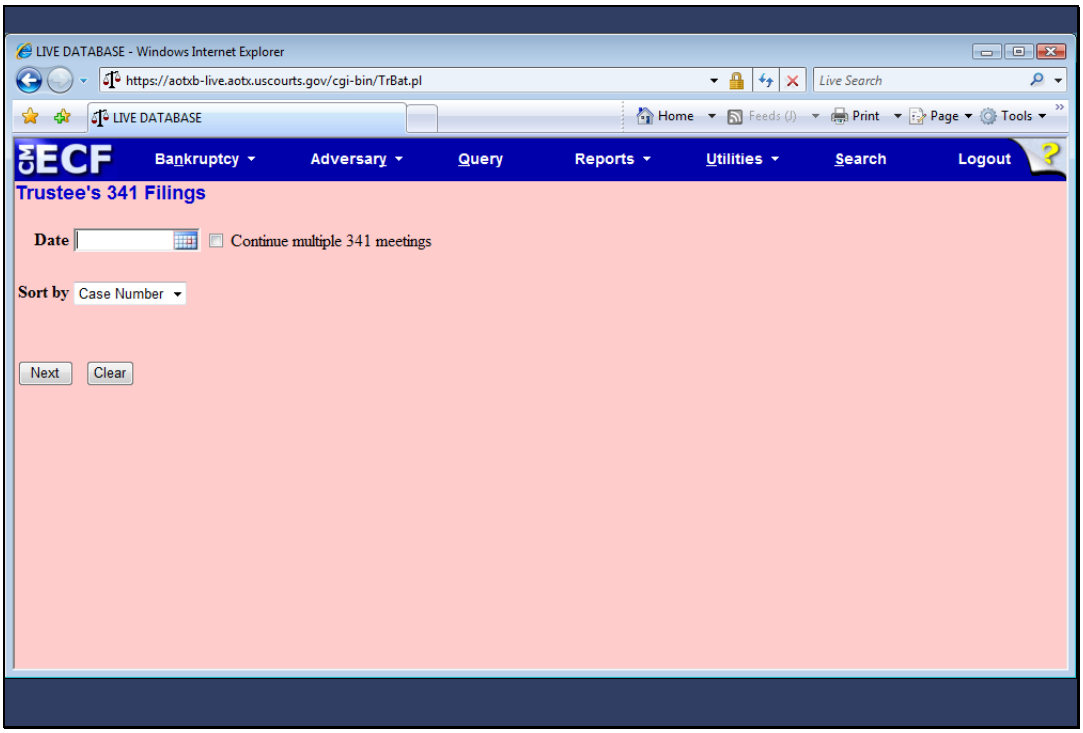
Slide 5

Slide notes: You are the only user who has access to your calendars. Next, I'll click the Trustee 341 Filings hyperlink.



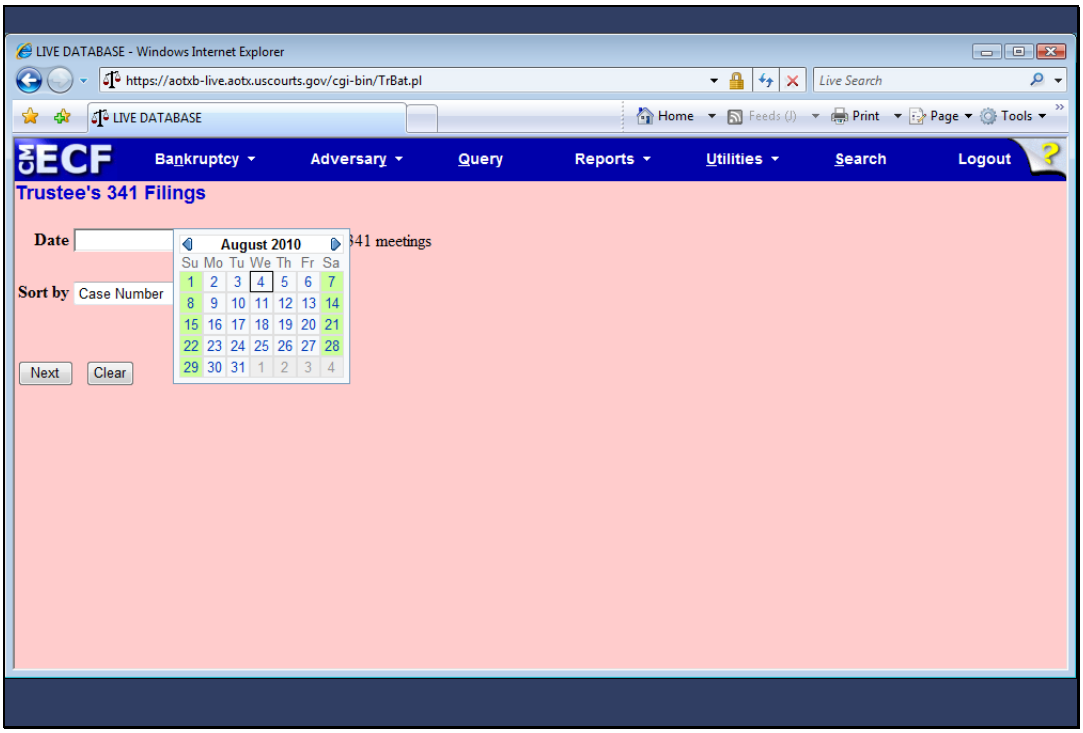
Slide 6

Slide notes: Click to add notes for the selected slide



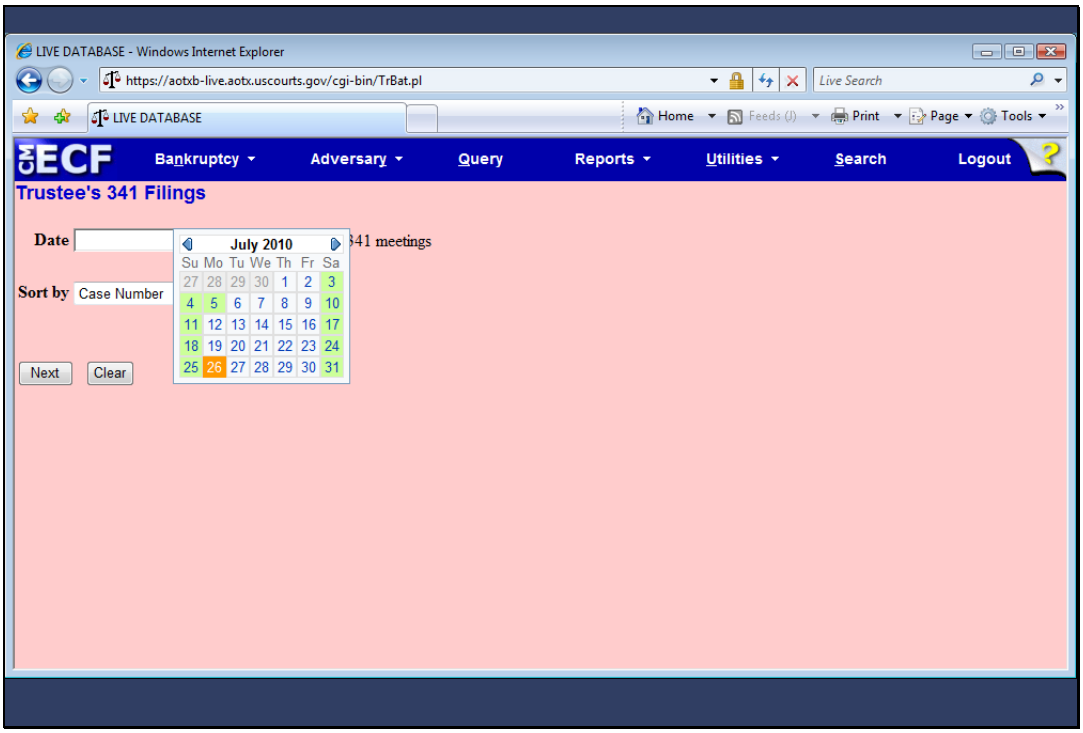
Slide 7

Slide notes: The date of the 341 meeting is entered on this screen. You can type the date directly in the Date field or use the calendar icon, which is what I'll do.



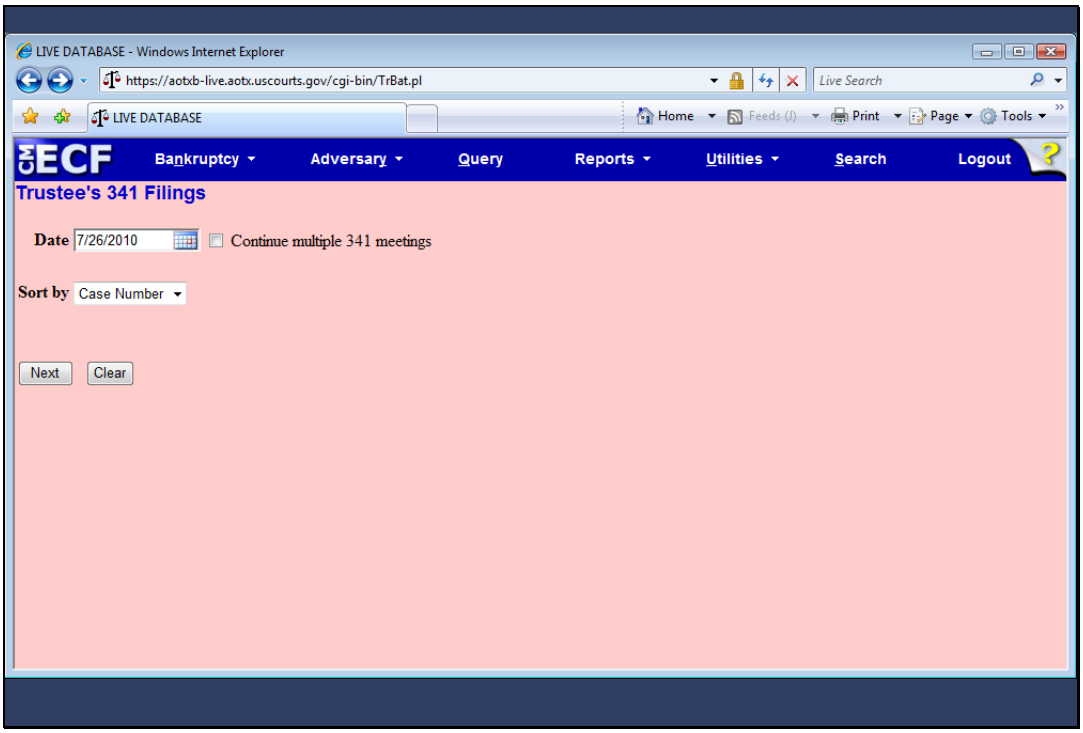
Slide 8

Slide notes: Click to add notes for the selected slide



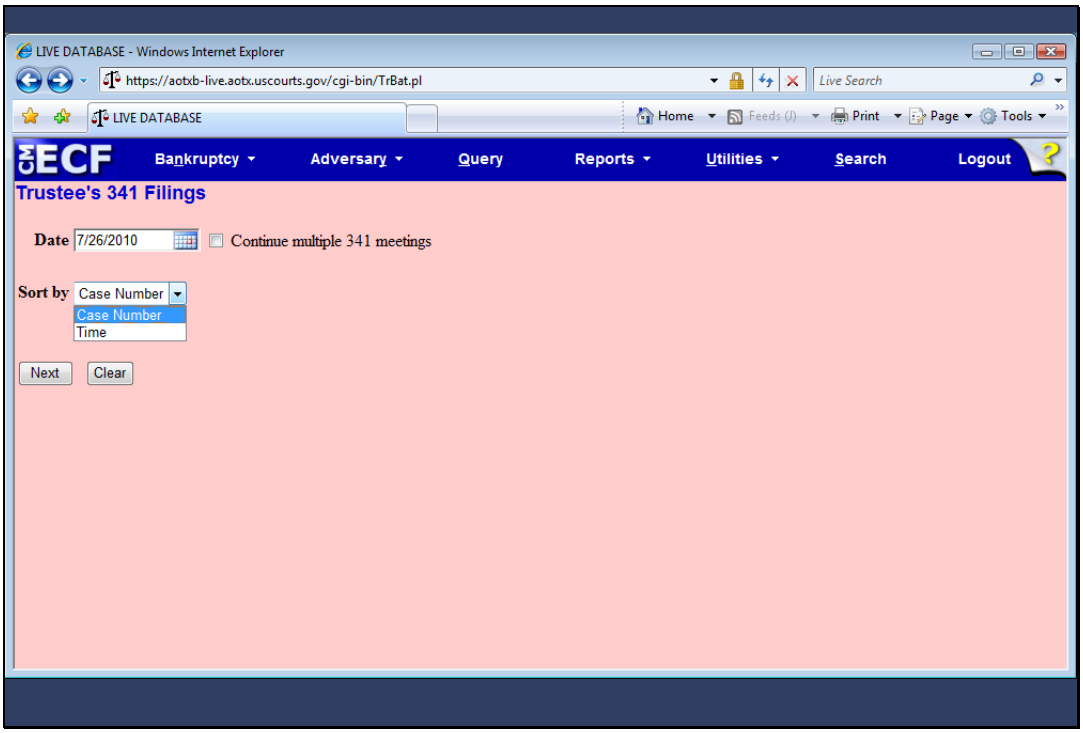
Slide 9

Slide notes: I'll select a 341 meeting date of July 26, 2010.



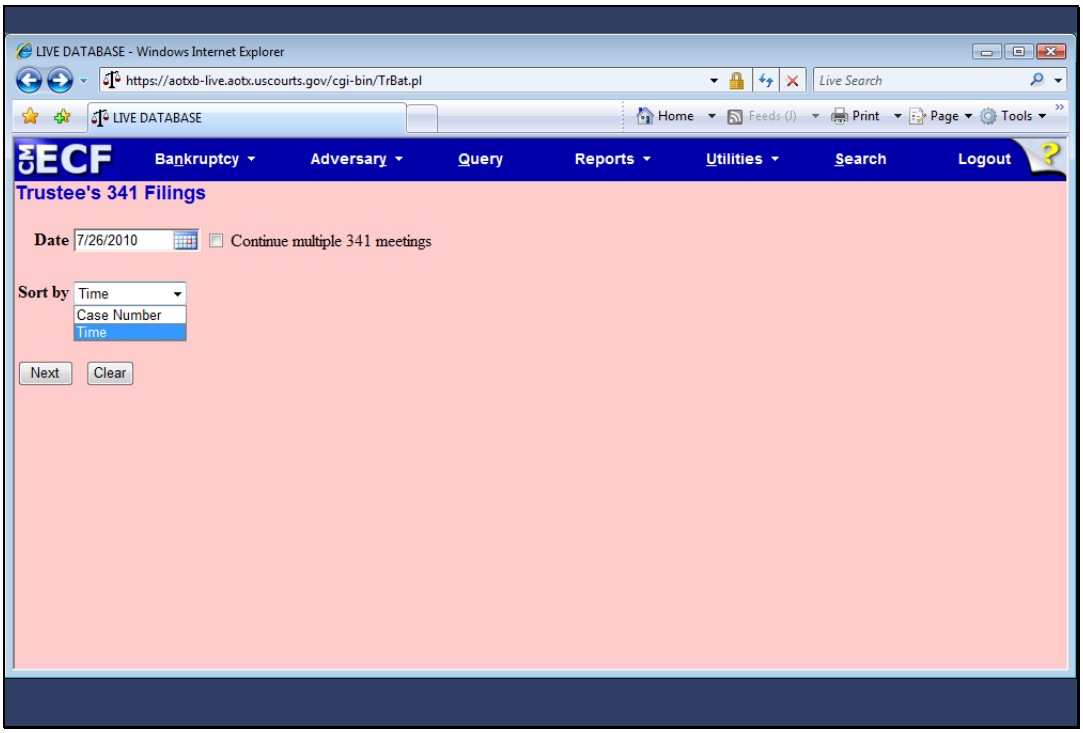
Slide 10

Slide notes: The calendar can be more useful when sorted by time. I'll click the Sort by drop-down arrow to change the sort from Case Number to Time.

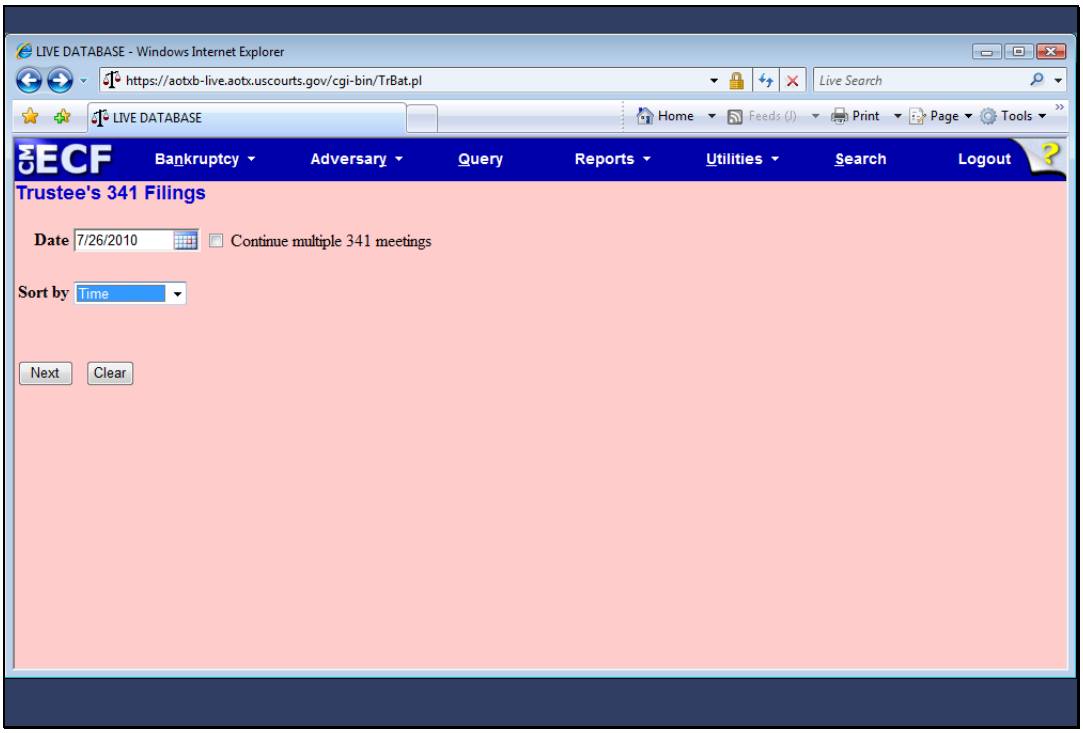


Slide 11

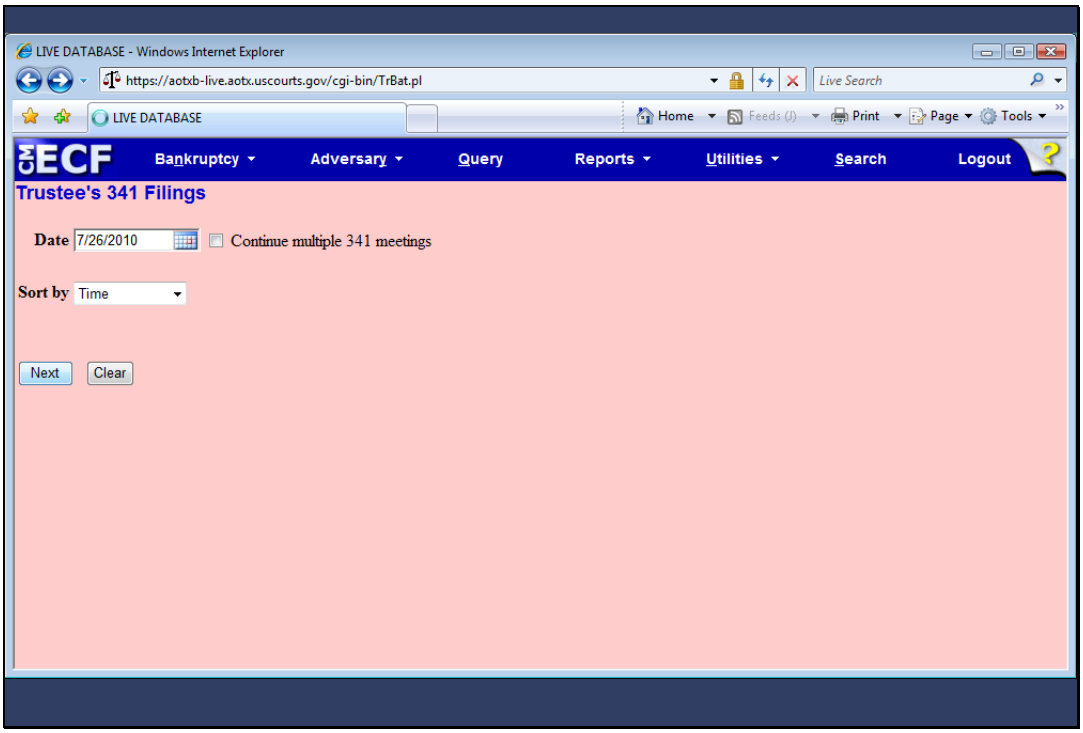
Slide notes: Click to add notes for the selected slide



Slide 12
Slide notes: Click to add notes for the selected slide

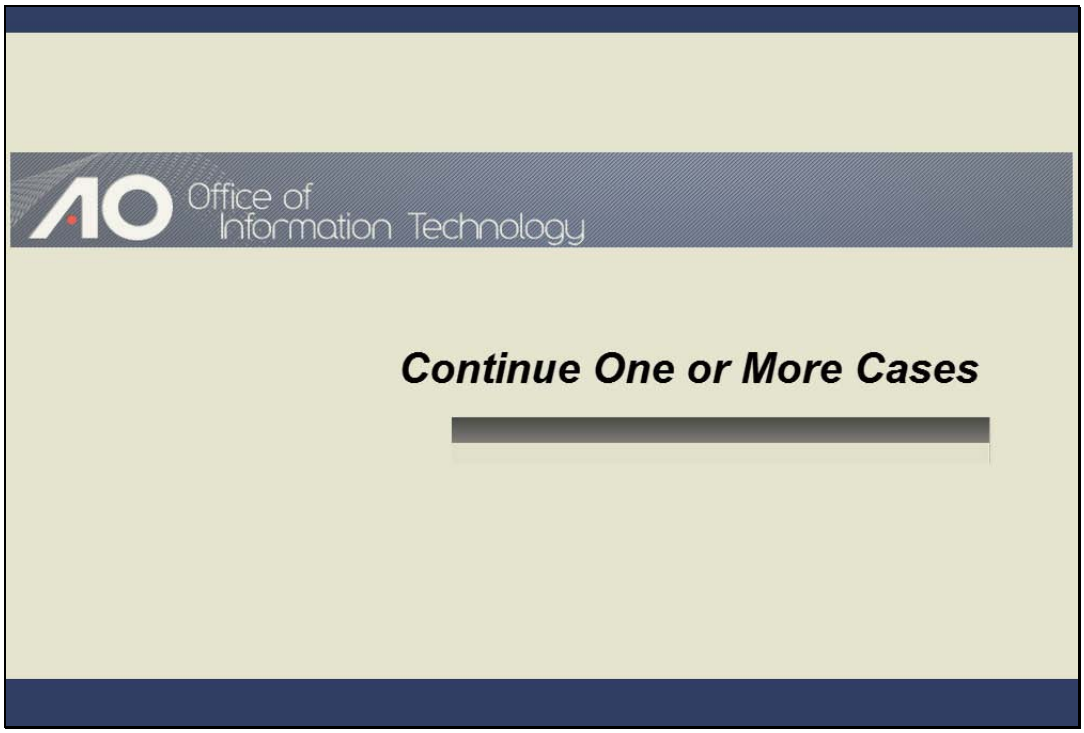


Slide 13
Slide notes: With my selections made, I'll click Next.

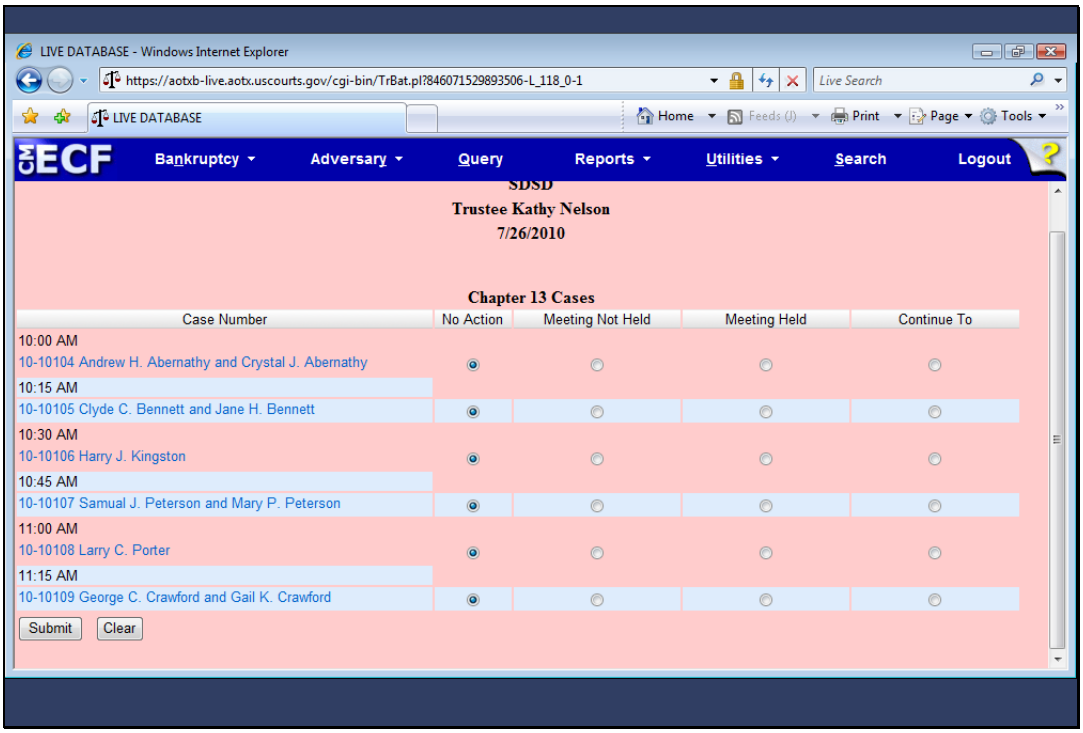


Slide 14

Slide notes: We'll discuss "Continue multiple 341 meetings" later.



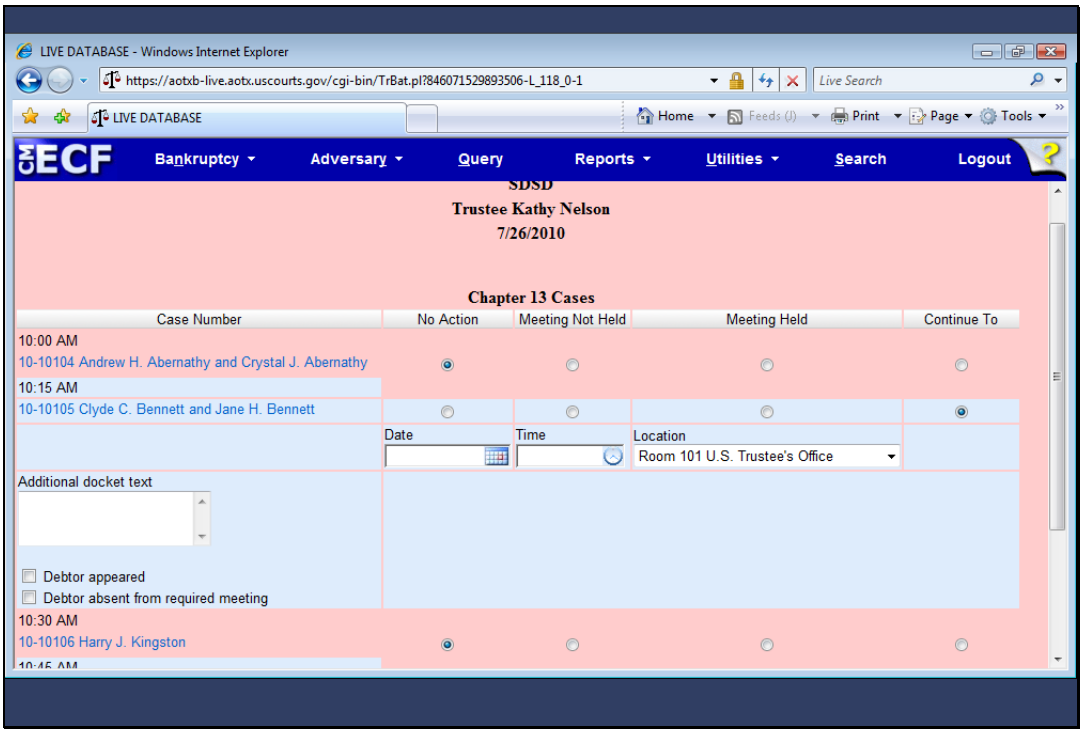
Continue One or More Cases
Slide notes: Click to add notes for the selected slide



Slide 16

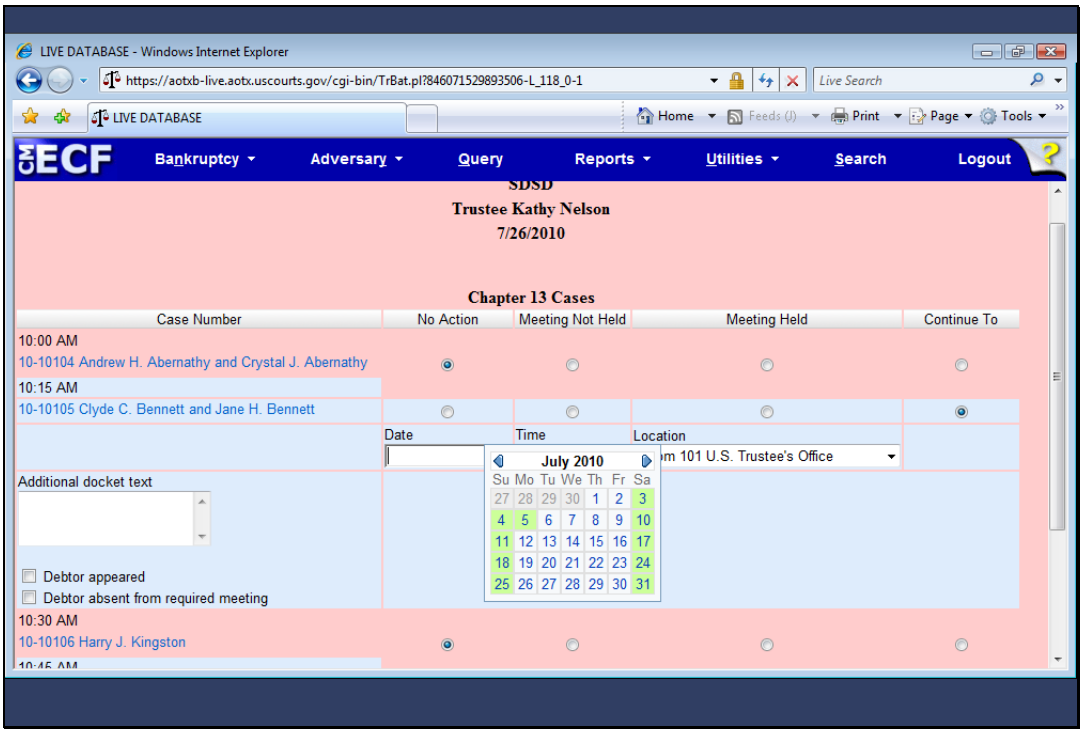
Slide notes: This screen displays four selections for processing individual cases. Also, notice that the docket report can be quickly accessed through the hyperlink to each case. When No Action is selected, the case will remain on the calendar for future processing.

Selecting Meeting Not Held or Meeting Held automatically records the appropriate standard text entry on the docket report and removes the case from the calendar. A case may be rescheduled by selecting Continue To. I'll do that now.



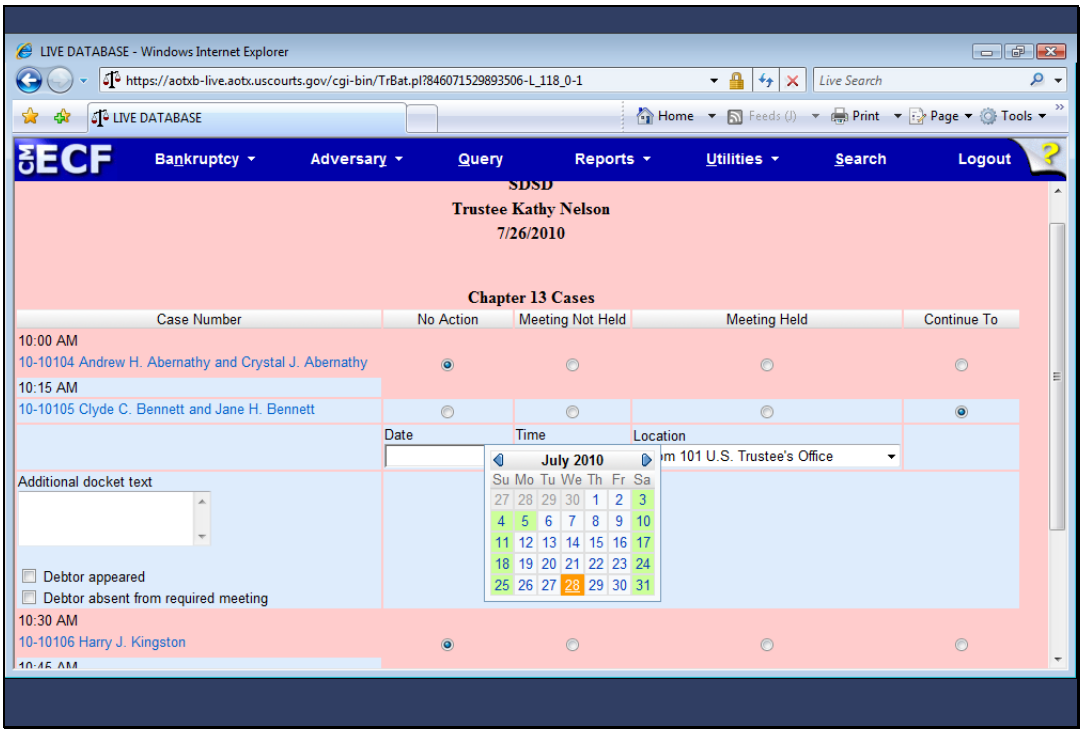
Slide 17

Slide notes: I'll enter the new 341 meeting date again by clicking the calendar icon…



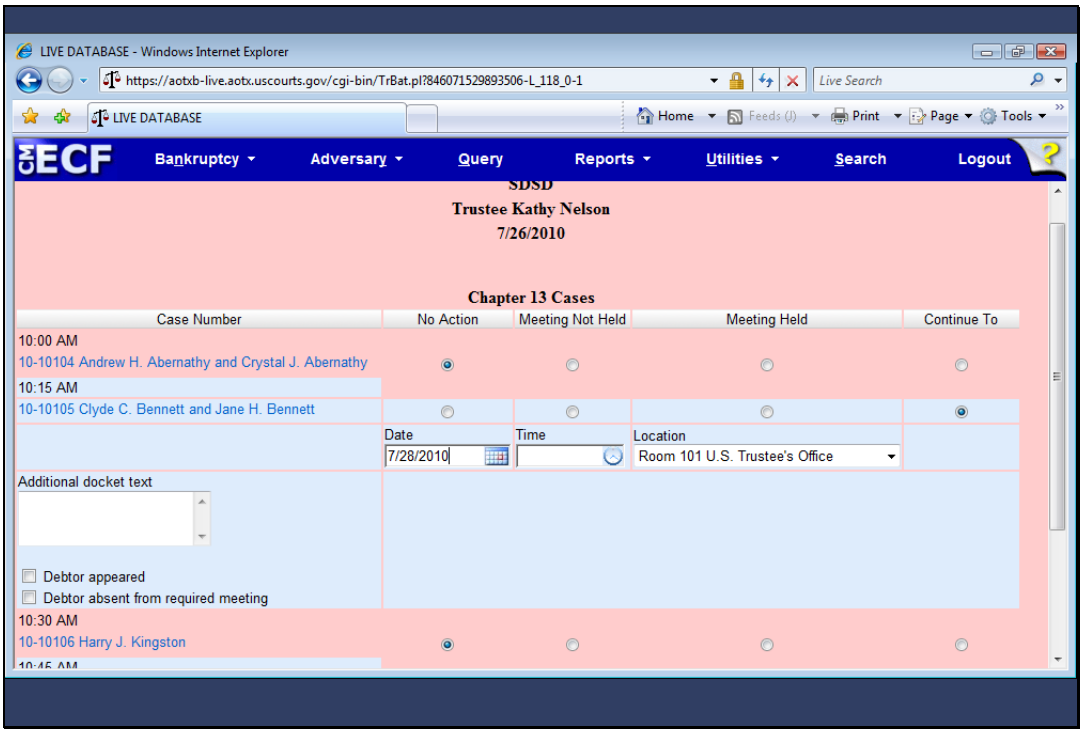
Slide 18

Slide notes: Click to add notes for the selected slide



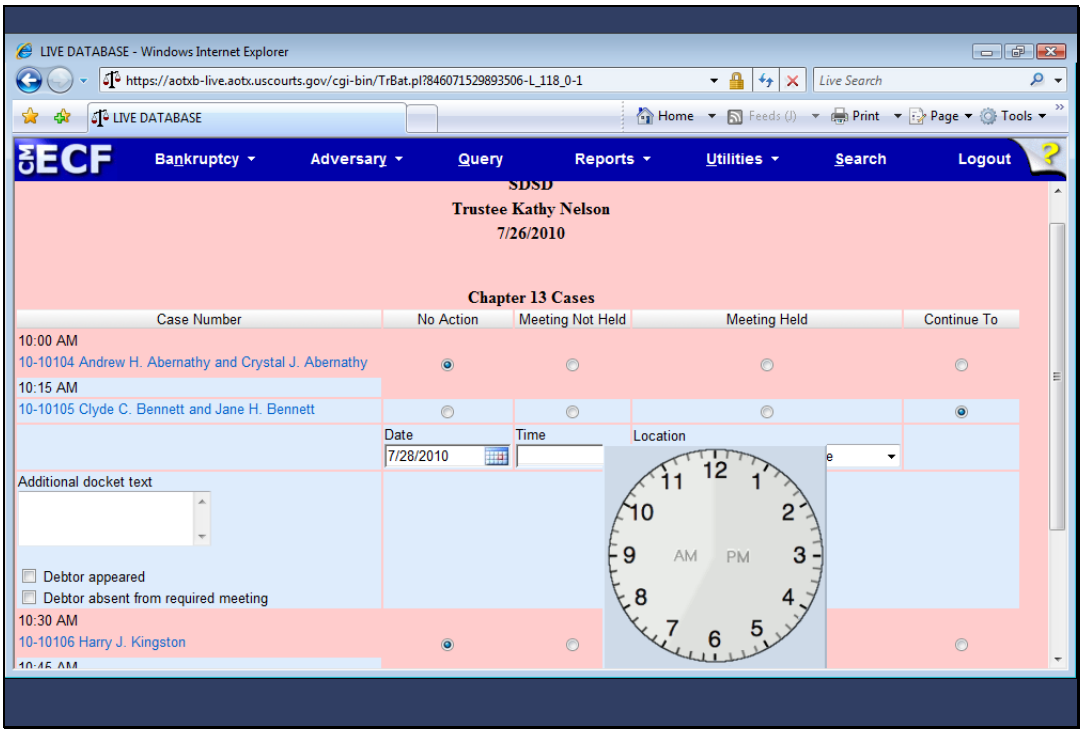
Slide 19

Slide notes: …and clicking the date on which the meeting will be continued, in this case, July 28th.

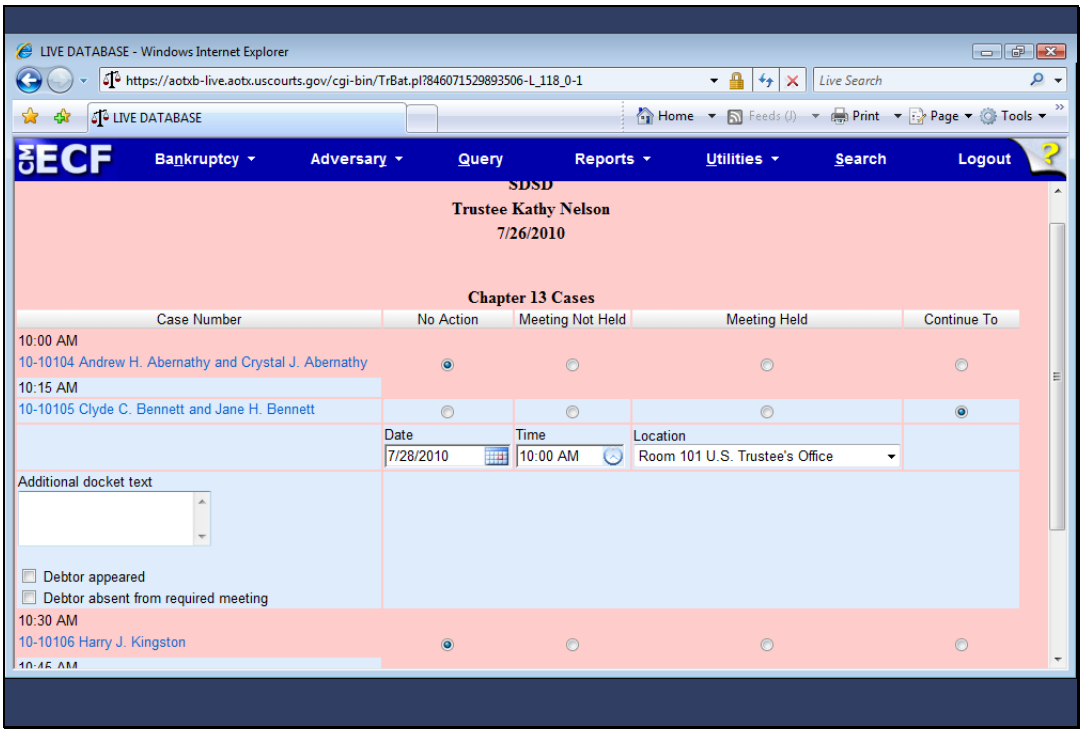


Slide 20

Slide notes: I can type a time directly into the Time field, or use the clock icon...

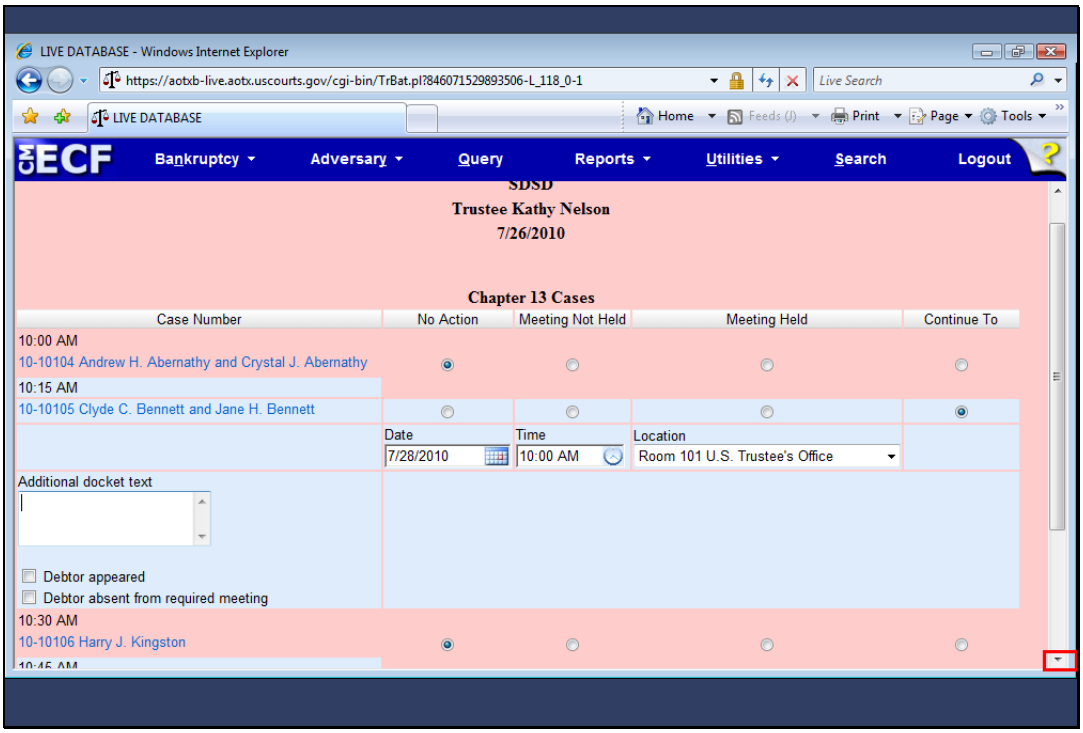


Slide 21
Slide notes: ...to select 10:00 AM.



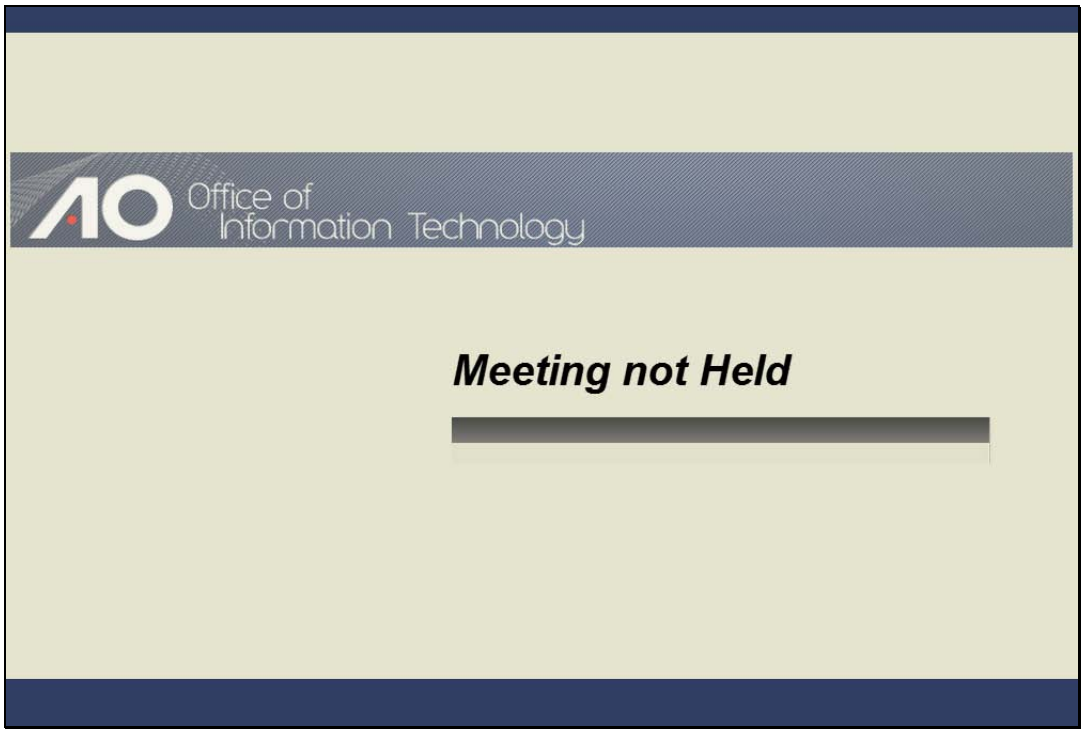
Slide 22

Slide notes: Since this is a continuance, I could enter a reason in the Additional docket text field.

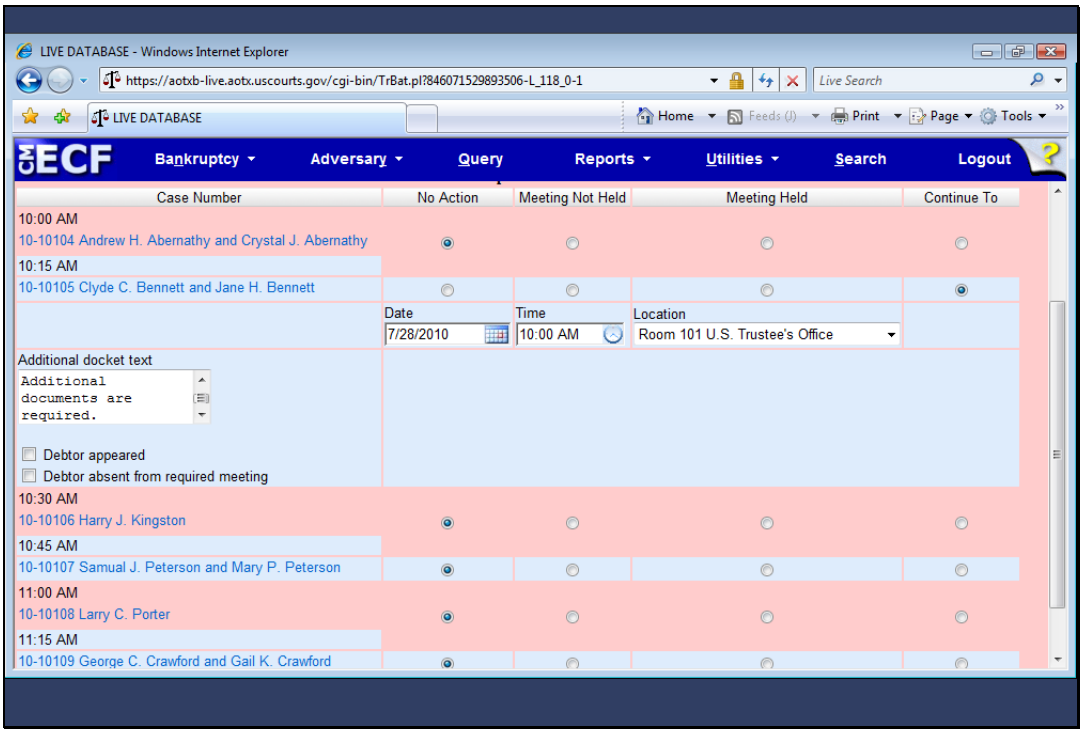


Slide 23

Slide notes: Now, I'll use the scroll bar to move to my next selection.

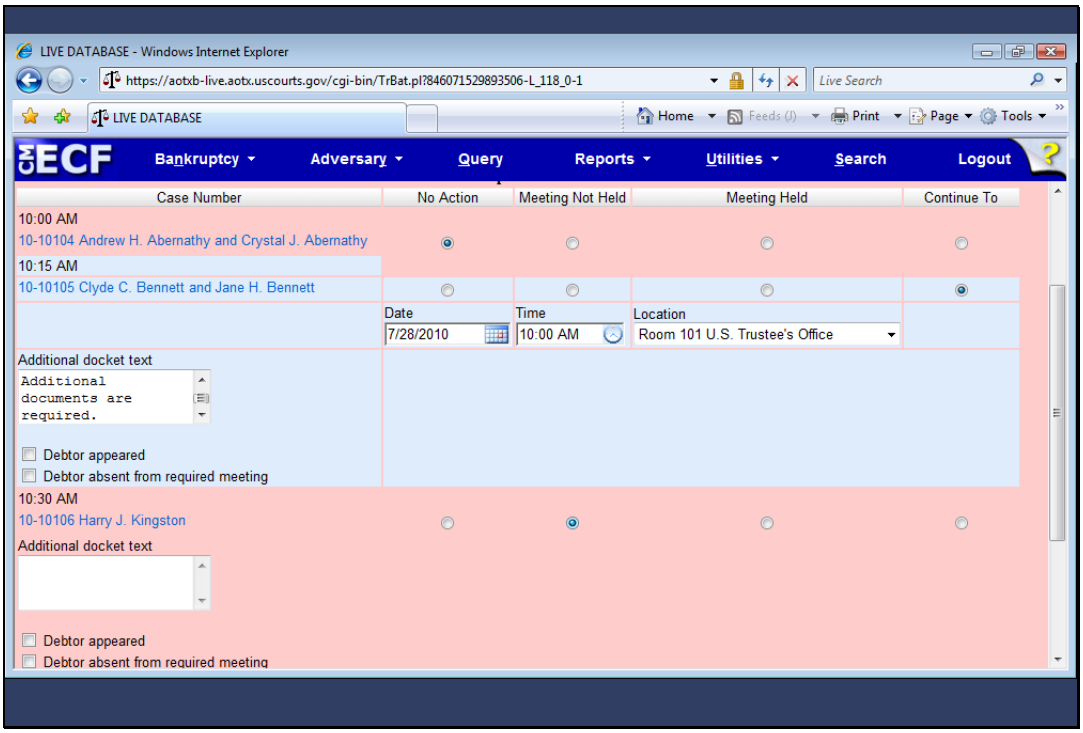


Meeting not Held
Slide notes: Click to add notes for the selected slide



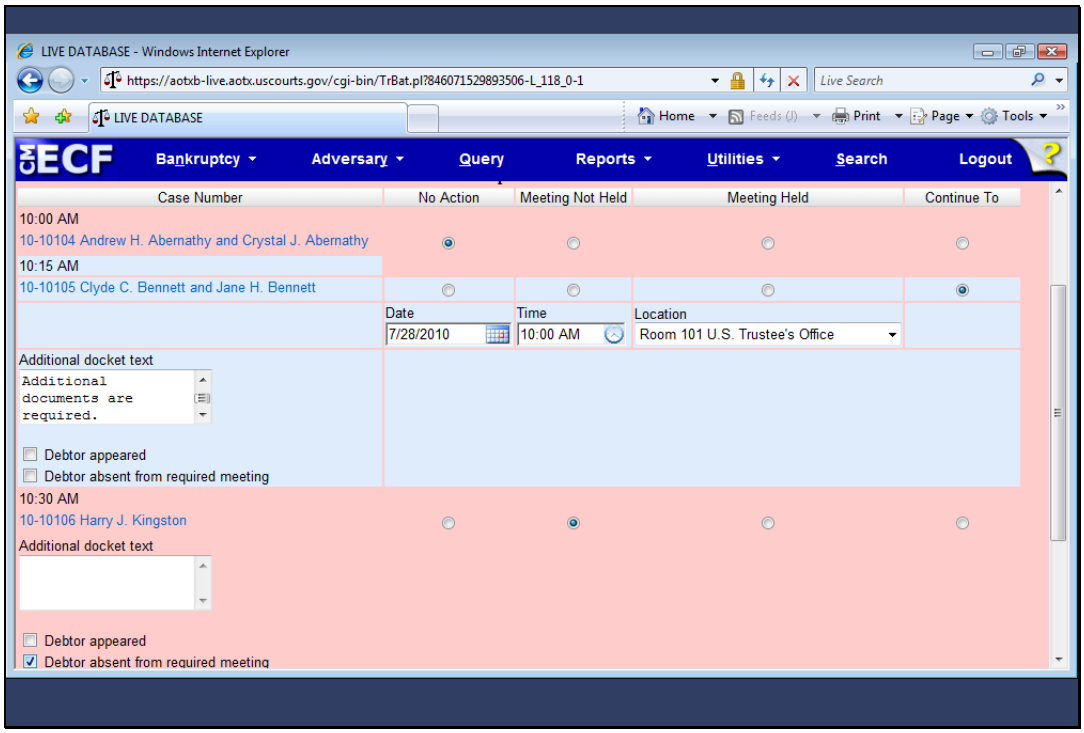
Slide 25

Slide notes: Harry Kingston did not appear for his 341 meeting, so I'll select the Meeting Not Held radio button...



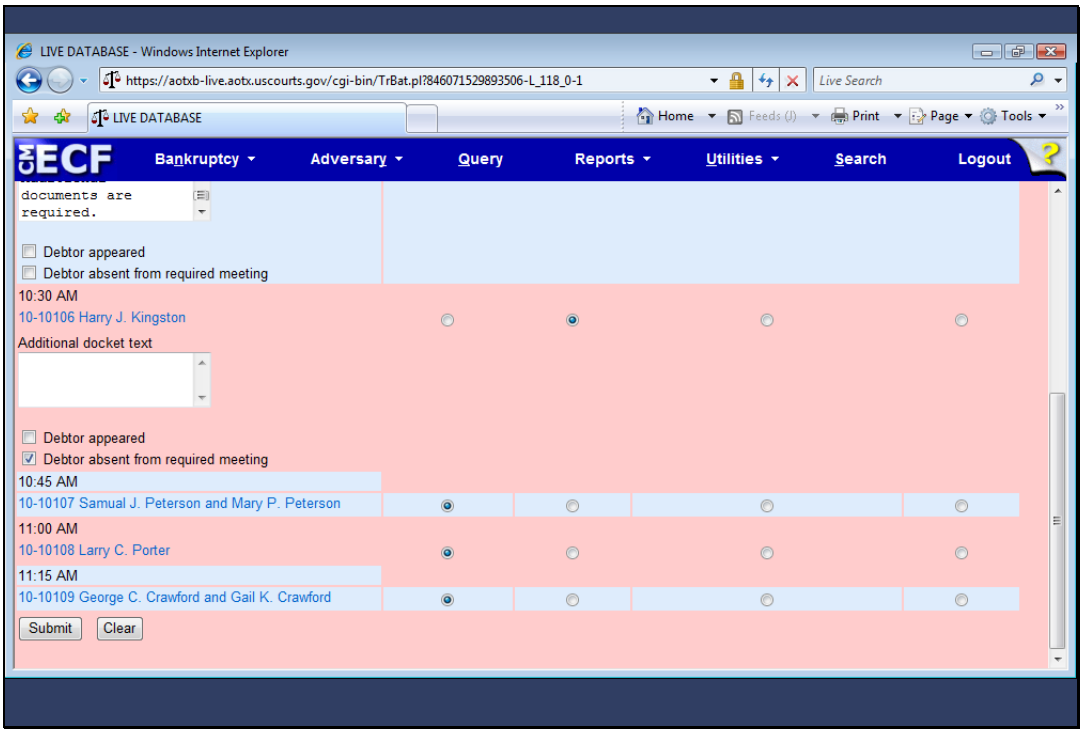
Slide 26

Slide notes: ...and then select the "Debtor absent from required meeting" check box, which will be added to the final docket text.

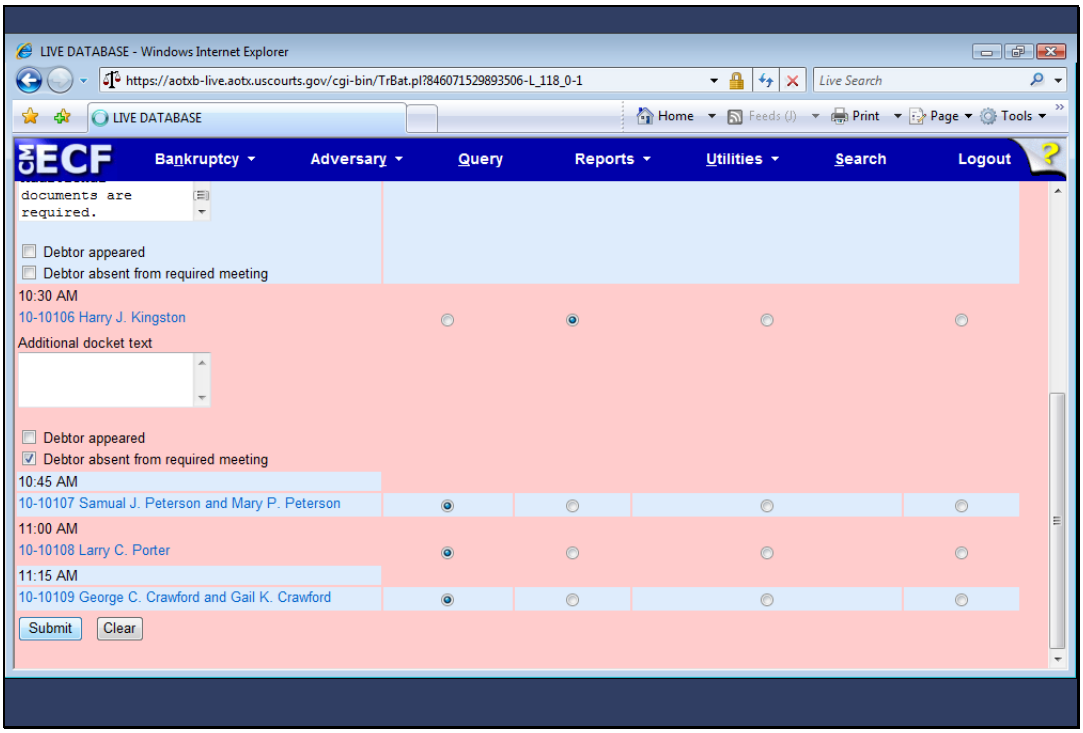


Slide 27

Slide notes: I can continue processing each case on the screen or submit only these cases. Once submitted, these two cases will not appear on this calendar for this date again since taking these actions removes them from the calendar. To submit these entries, I'll scroll to the bottom of this page...

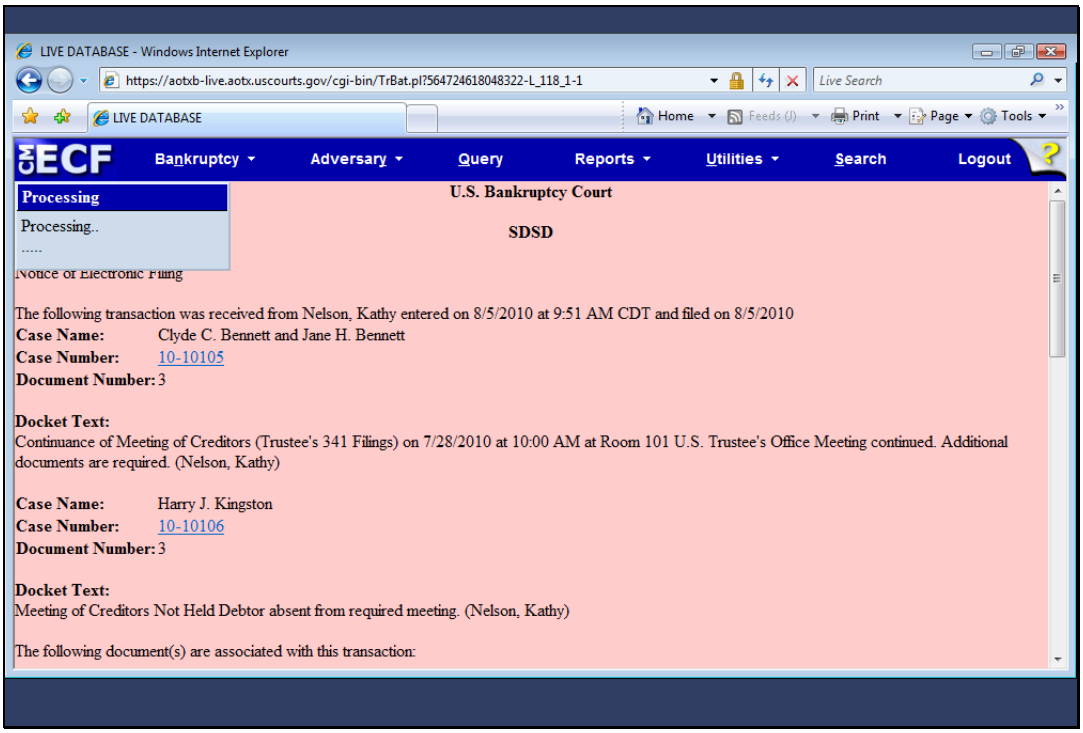


Slide 28
Slide notes: ...and click Submit.



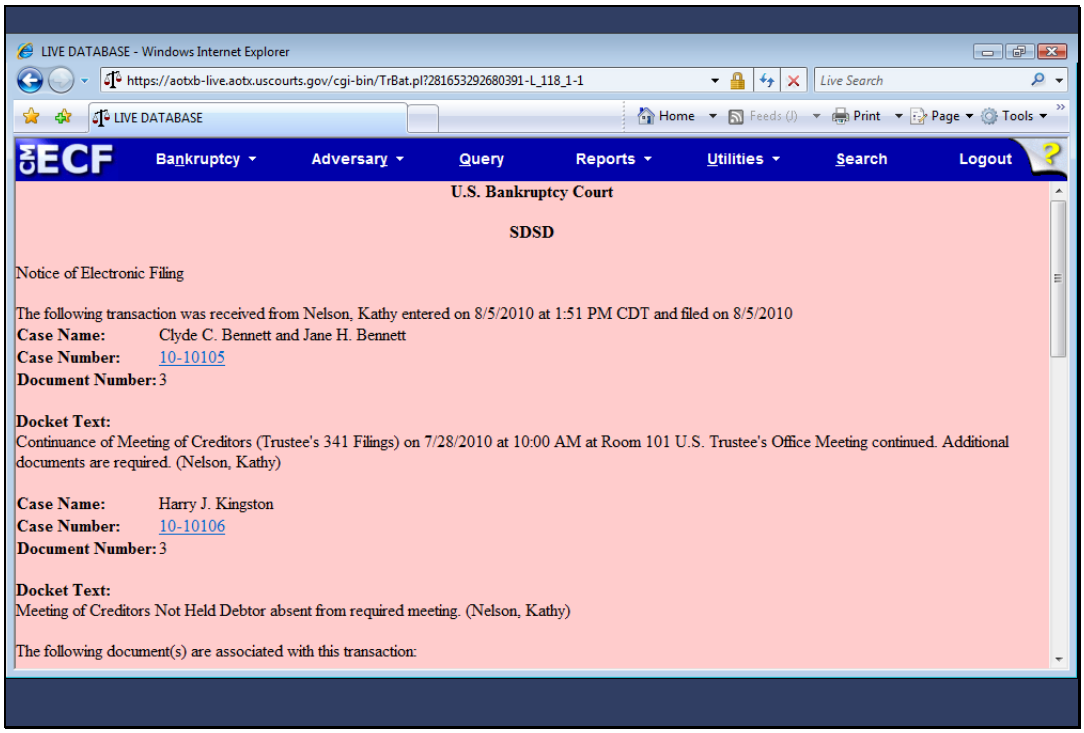
Slide 29

Slide notes: Click to add notes for the selected slide



Slide 30

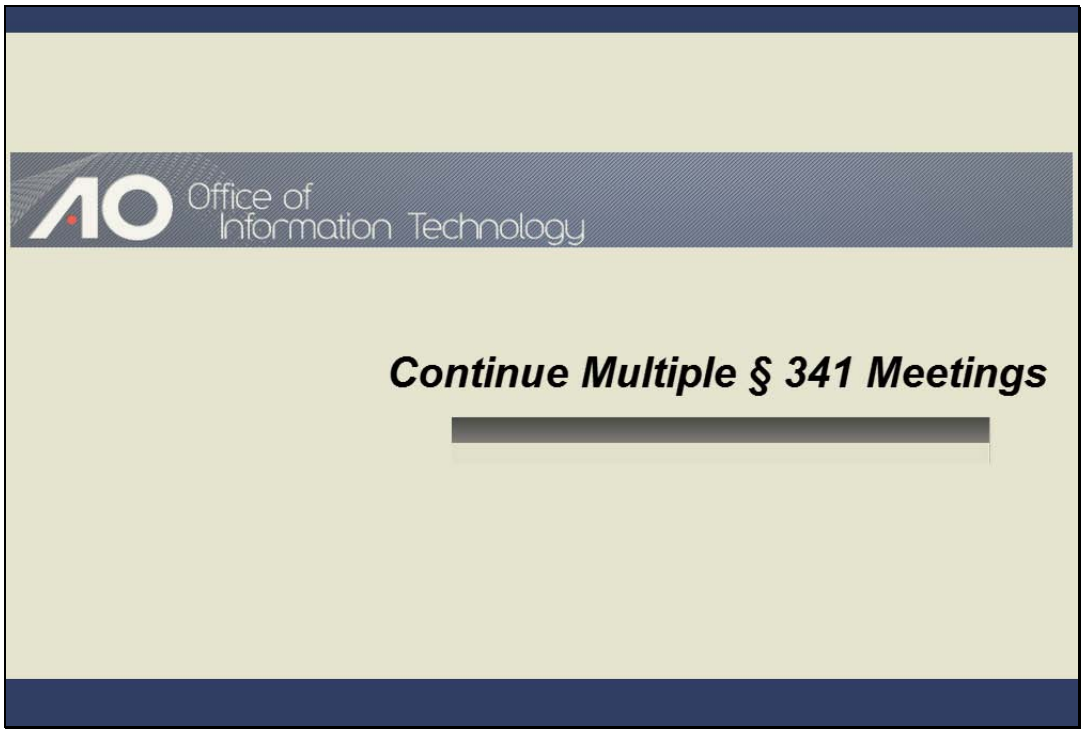
Slide notes: Click to add notes for the selected slide



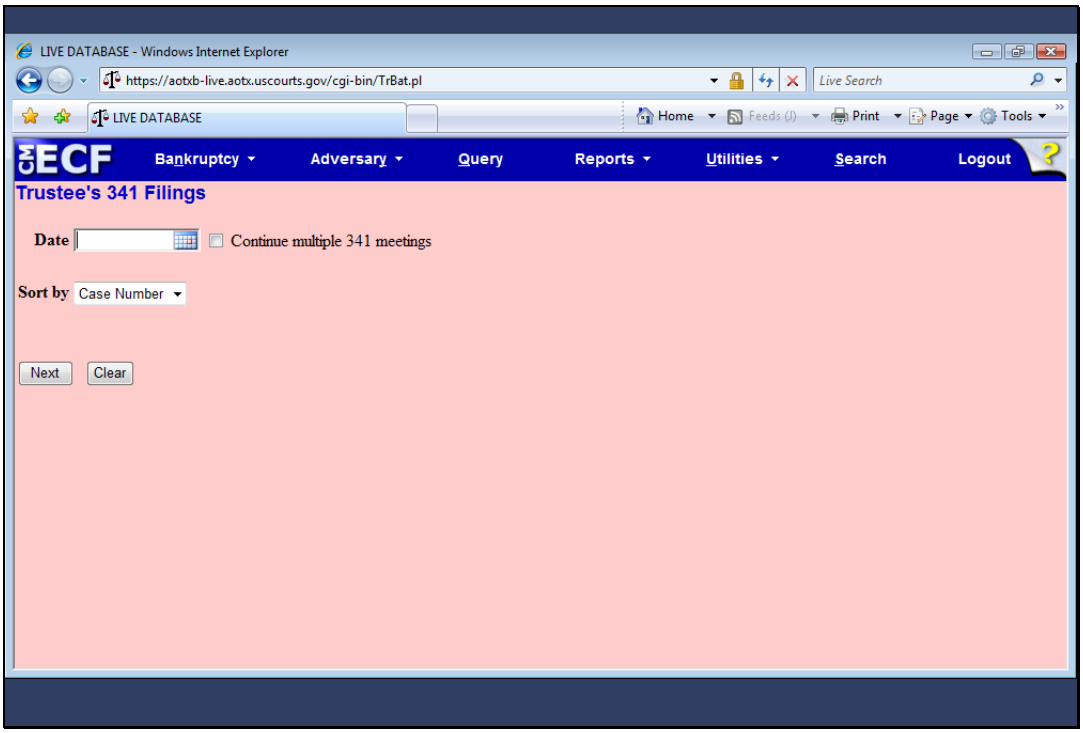
Slide 31

Slide notes: One combined Notice of Electronic Filing, or NEF, will show all the cases that were processed in this transaction. Notice the additional docket text for each of the two cases that were processed.

Remember, these entries are docket text only so PDF documents are not associated with them.

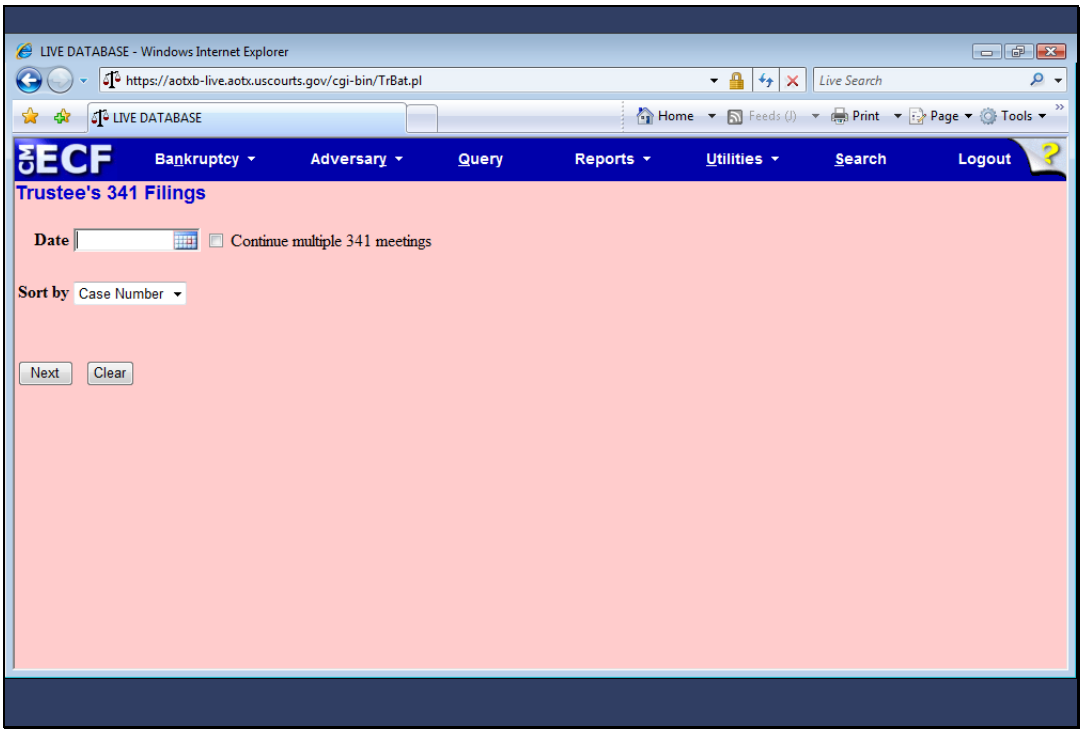


Continue Multiple § 341 Meetings
Slide notes: Click to add notes for the selected slide



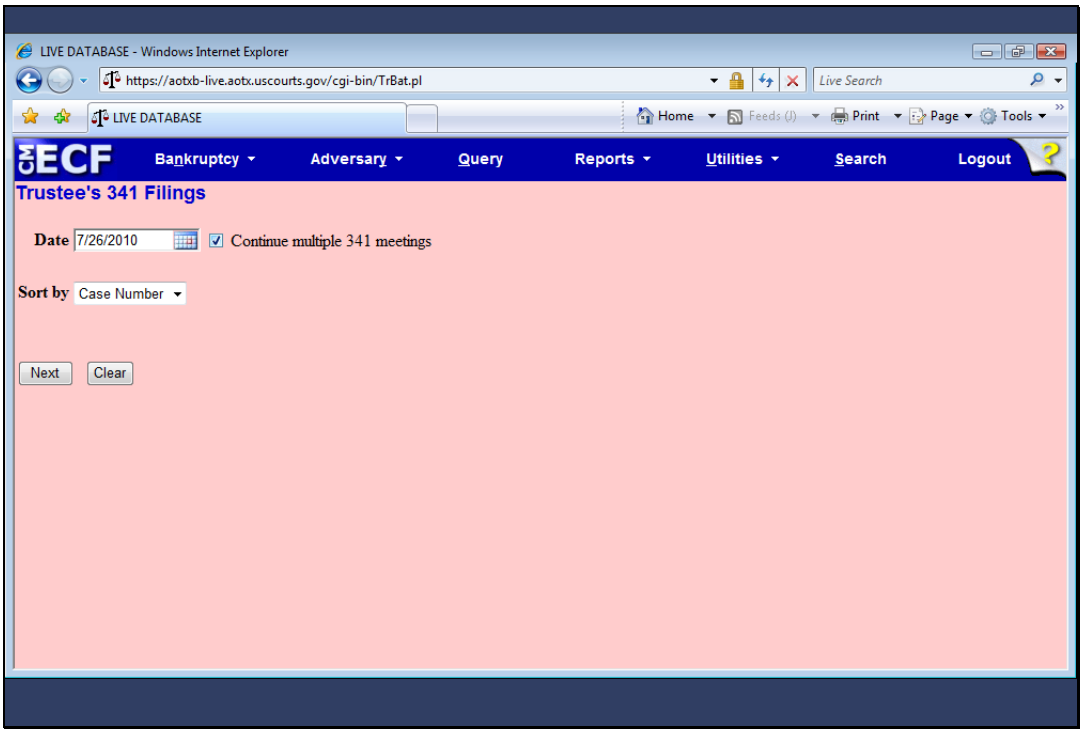
Slide 33

Slide notes: The Trustee's 341 Filings program also allows the trustee to continue multiple 341 meetings in one operation. To demonstrate, I'll enter the same 341 meeting date...

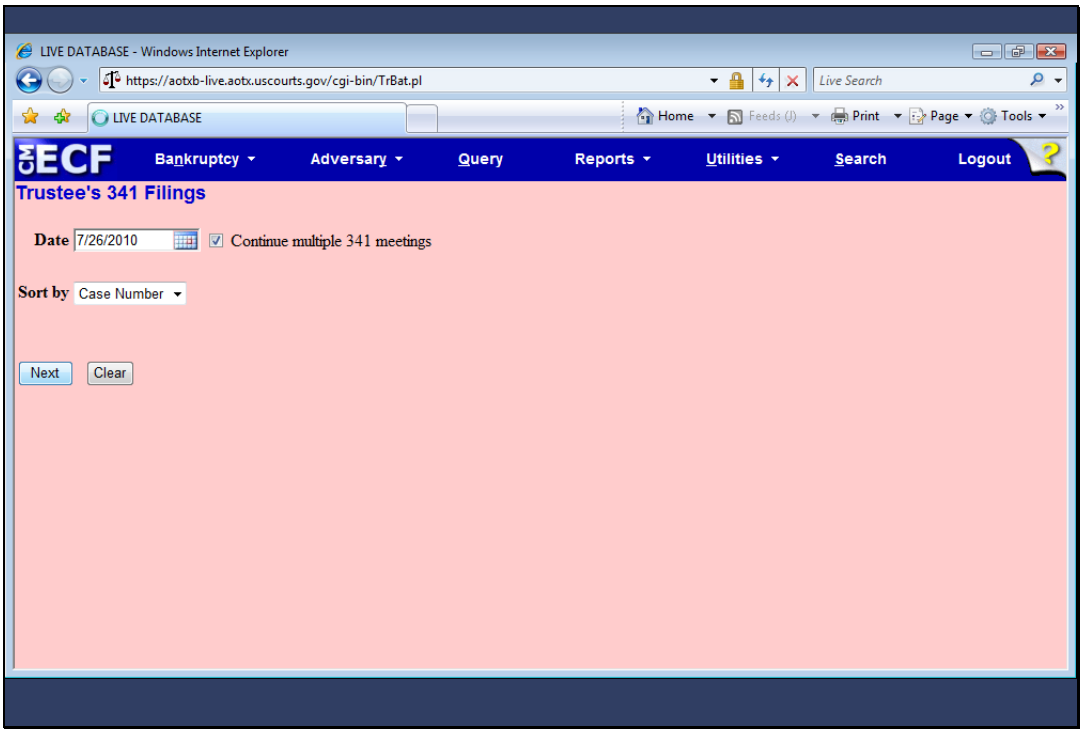


Slide 34

Slide notes: ...and then select the "Continue multiple 341 meetings" check box...

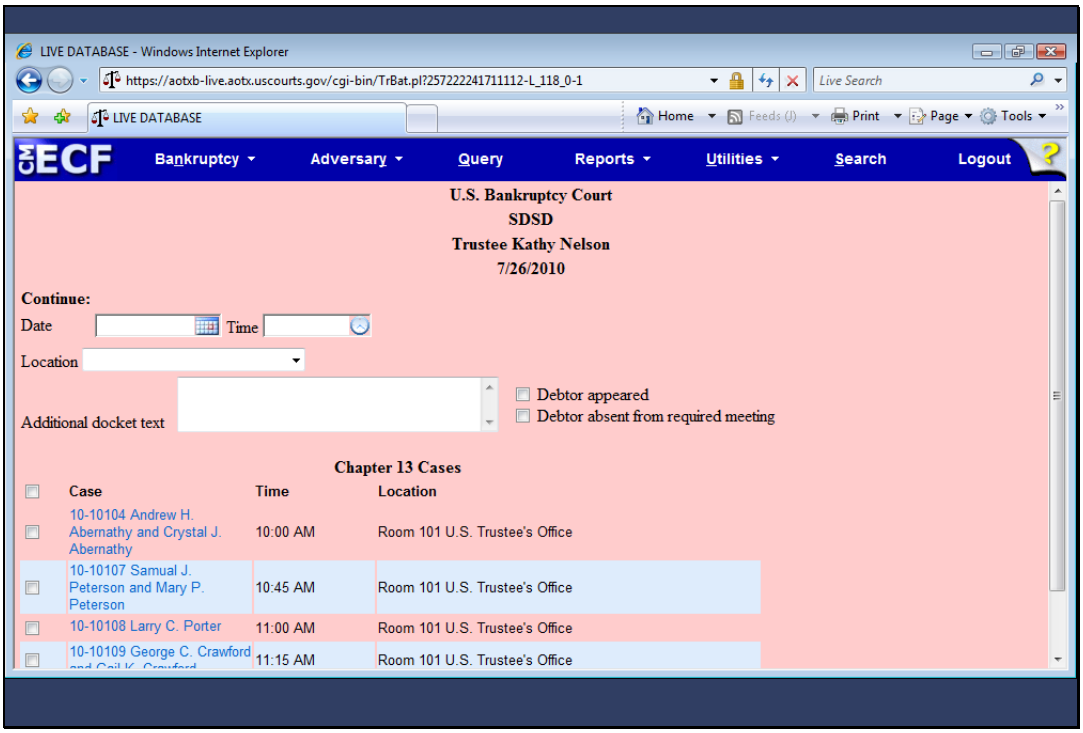


Slide 35
Slide notes: ...and click Next.



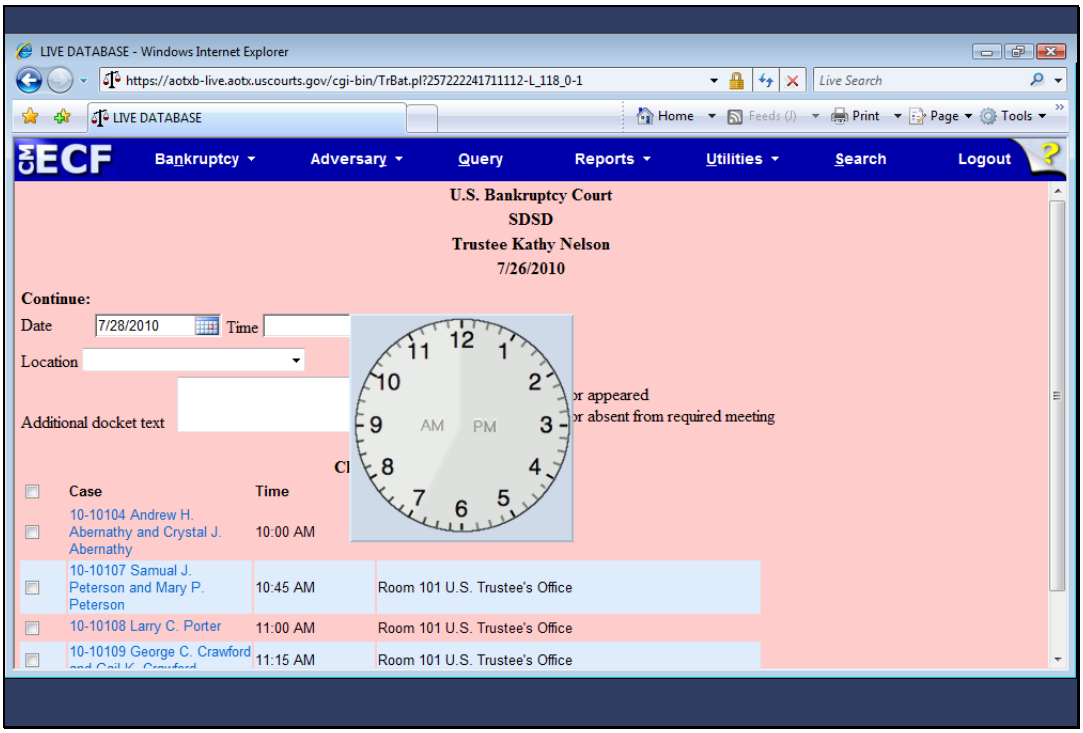
Slide 36

Slide notes: Click to add notes for the selected slide



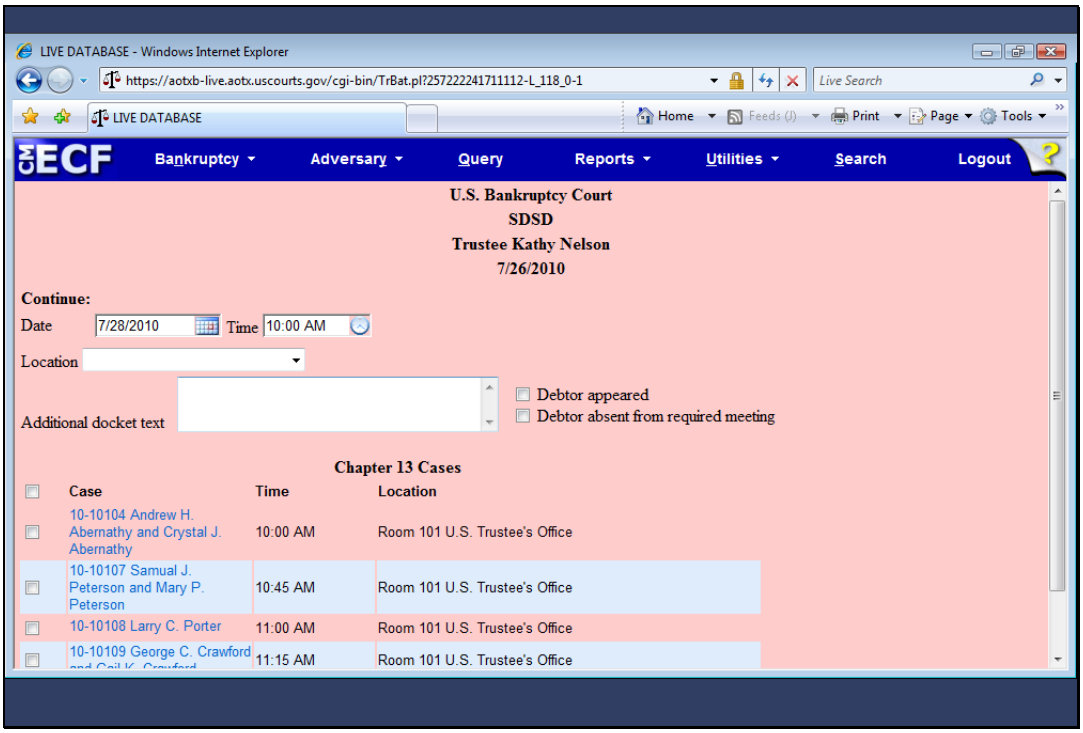
Slide 37

Slide notes: Now, I'll enter the new meeting date and time.



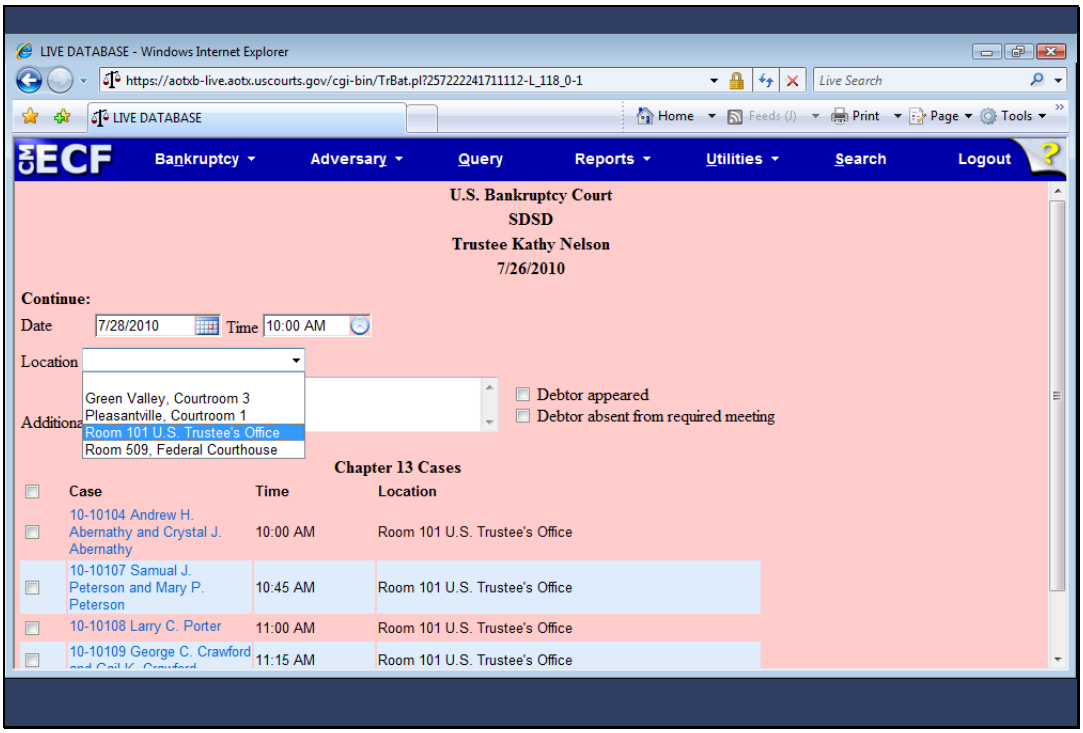
Slide 38

Slide notes: Click to add notes for the selected slide



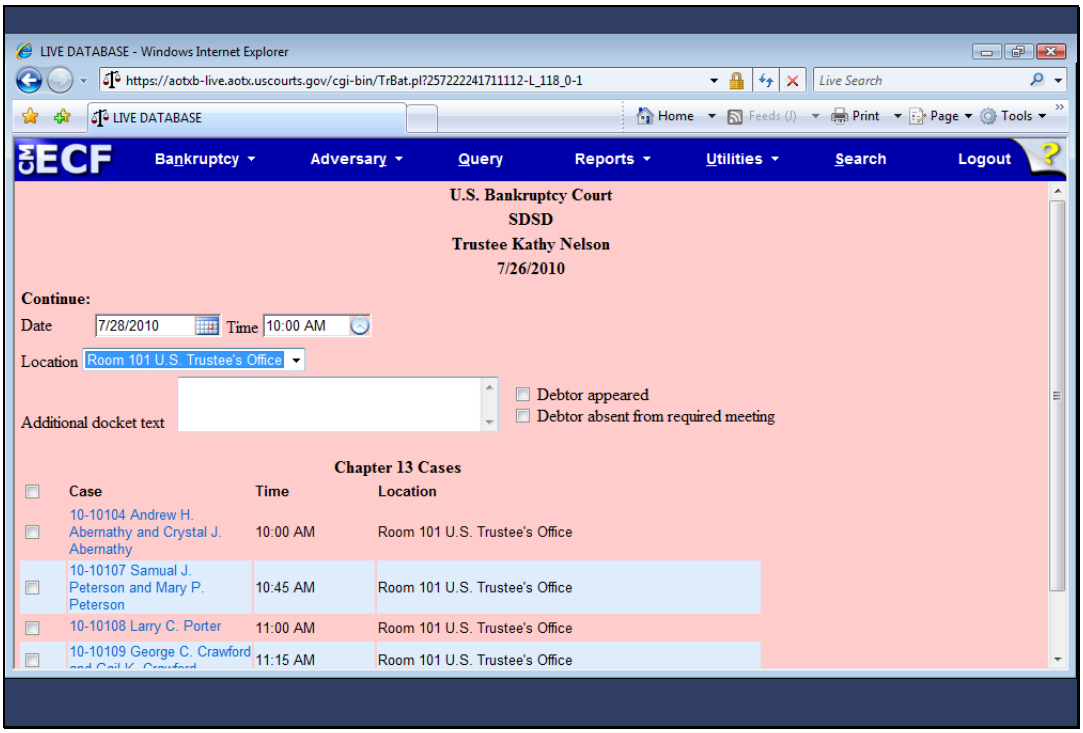
Slide 39

Slide notes: I'll then select the Location drop-down arrow…



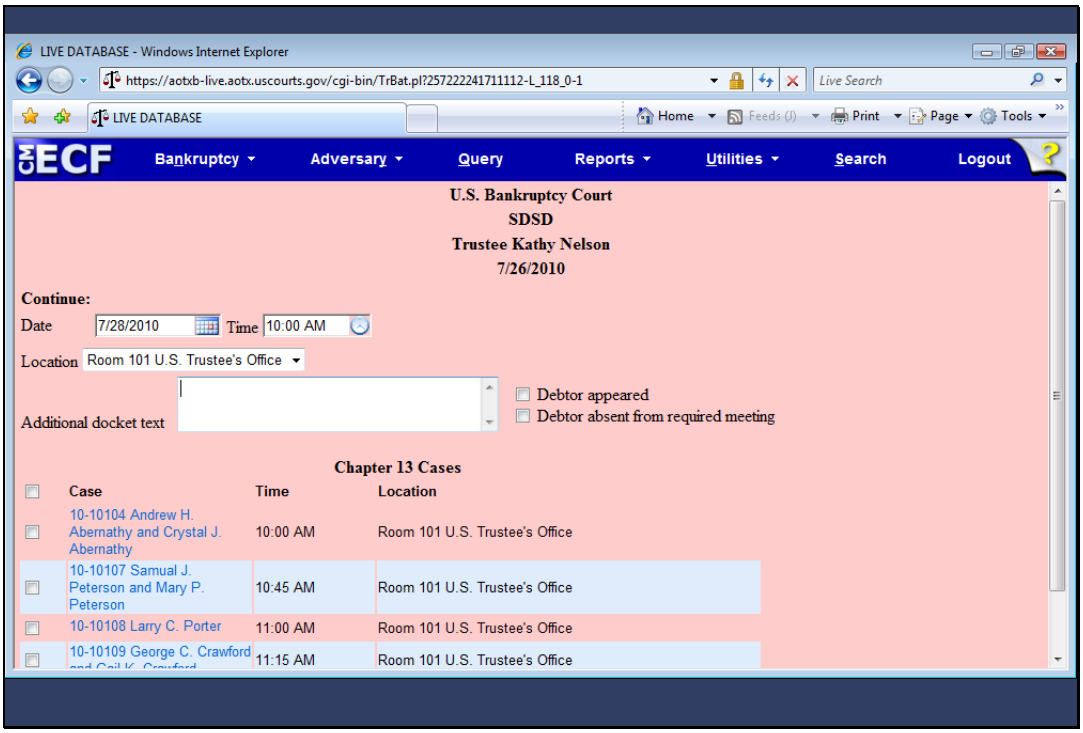
Slide 40

Slide notes: …to select the meeting location.



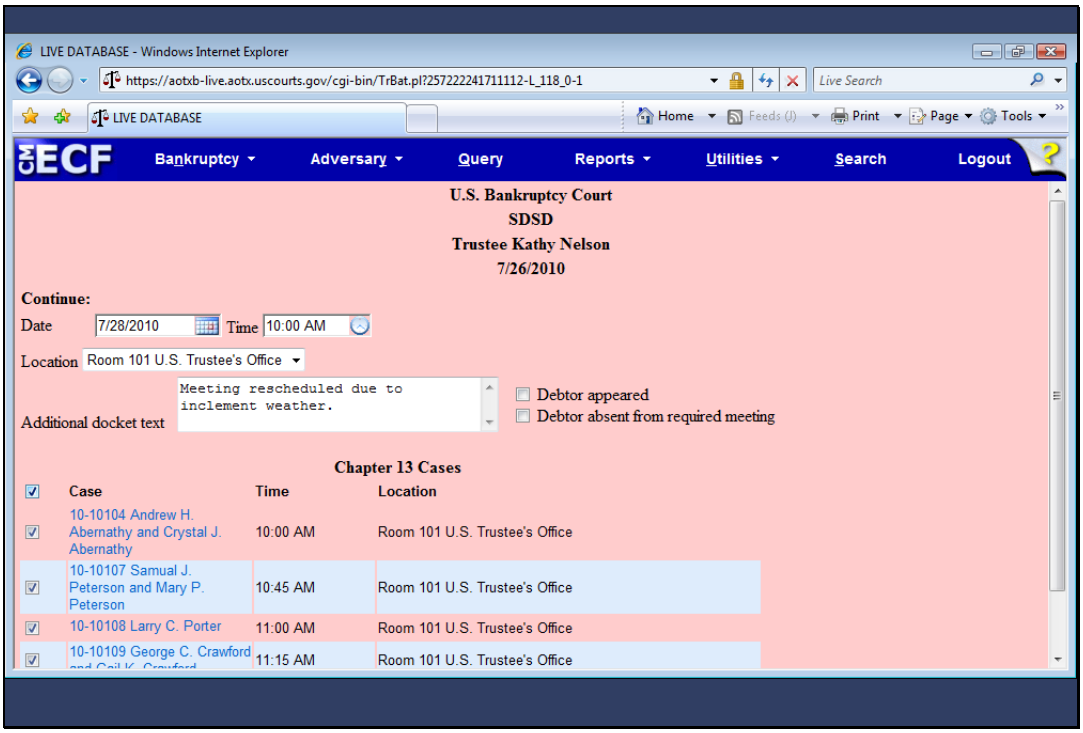
Slide 41

Slide notes: To explain the continuance, I will make an entry in the Additional docket text field.



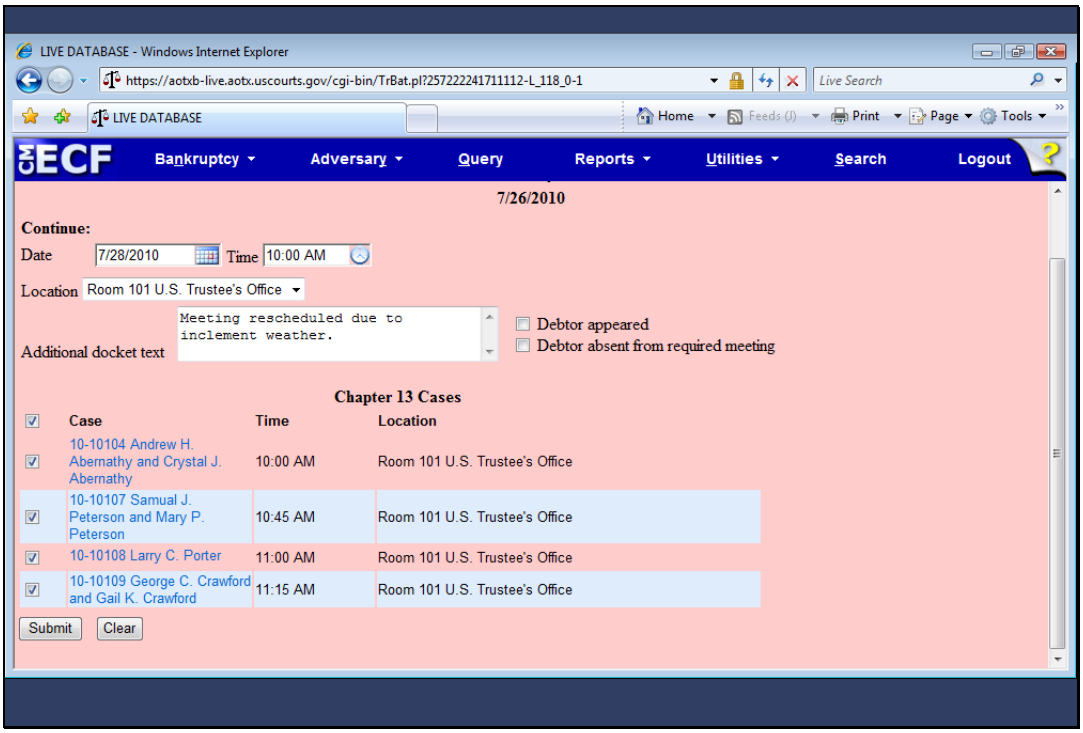
Slide 42

Slide notes: Individual cases could be selected here, but, in our example, all four cases need to be selected. I'll do that by first placing a check mark in the box at the top of the list of cases...



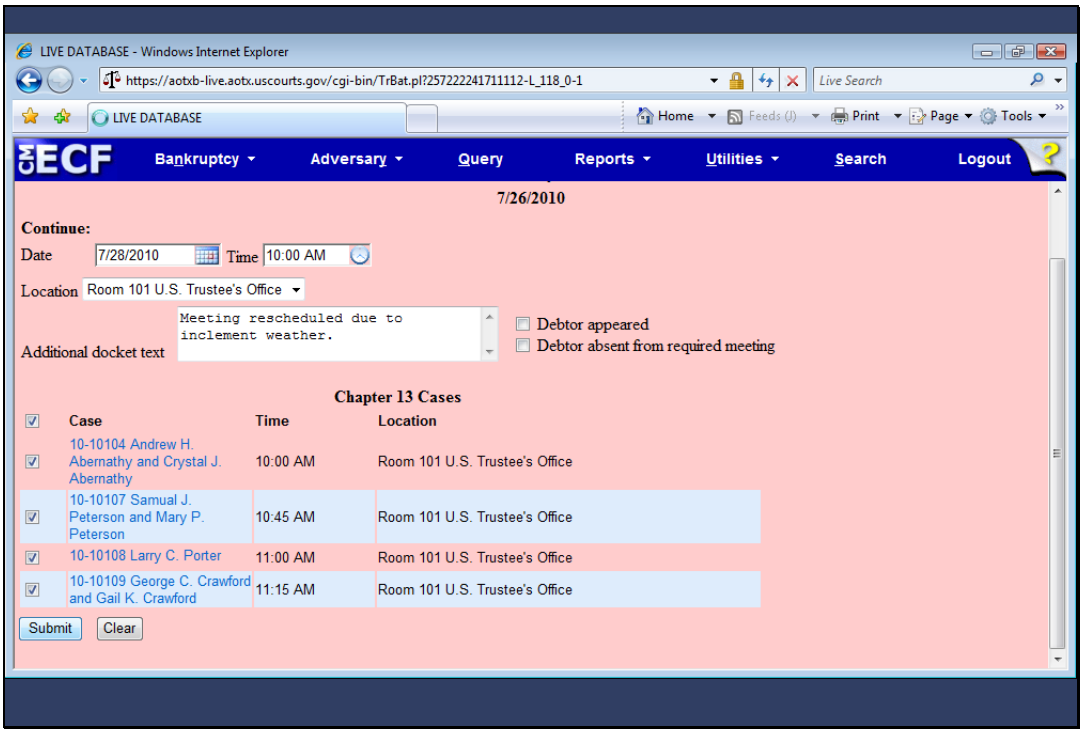
Slide 43

Slide notes: ...and then moving to the bottom of the screen…



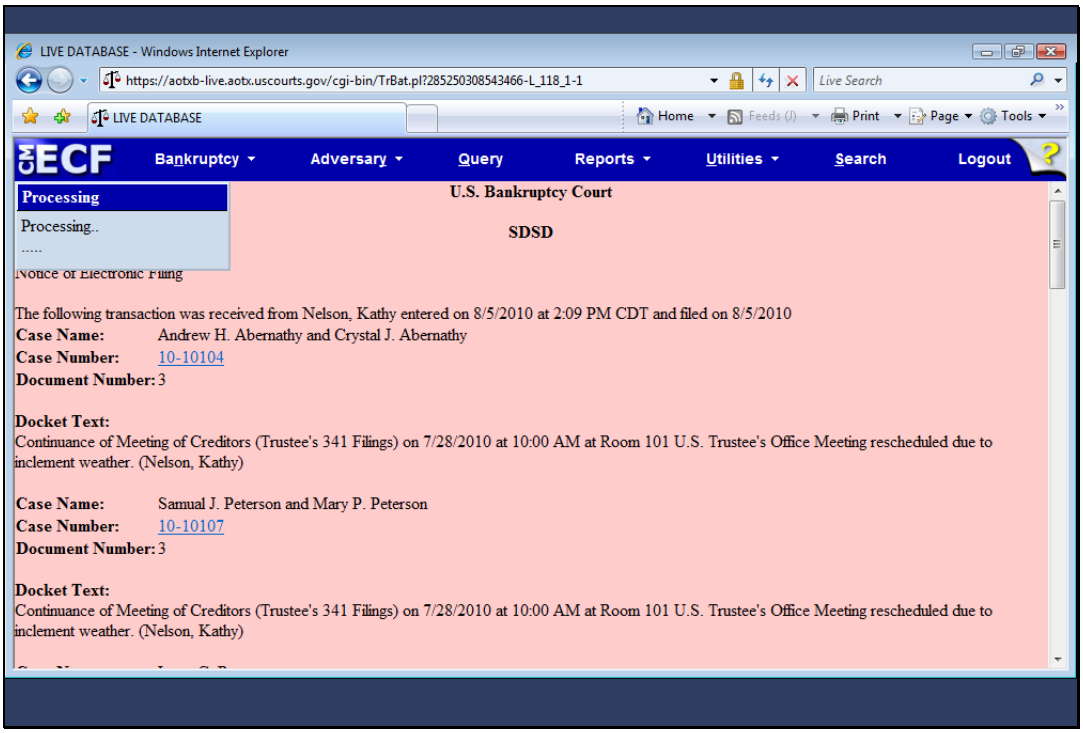
Slide 44

Slide notes: …to click Submit.



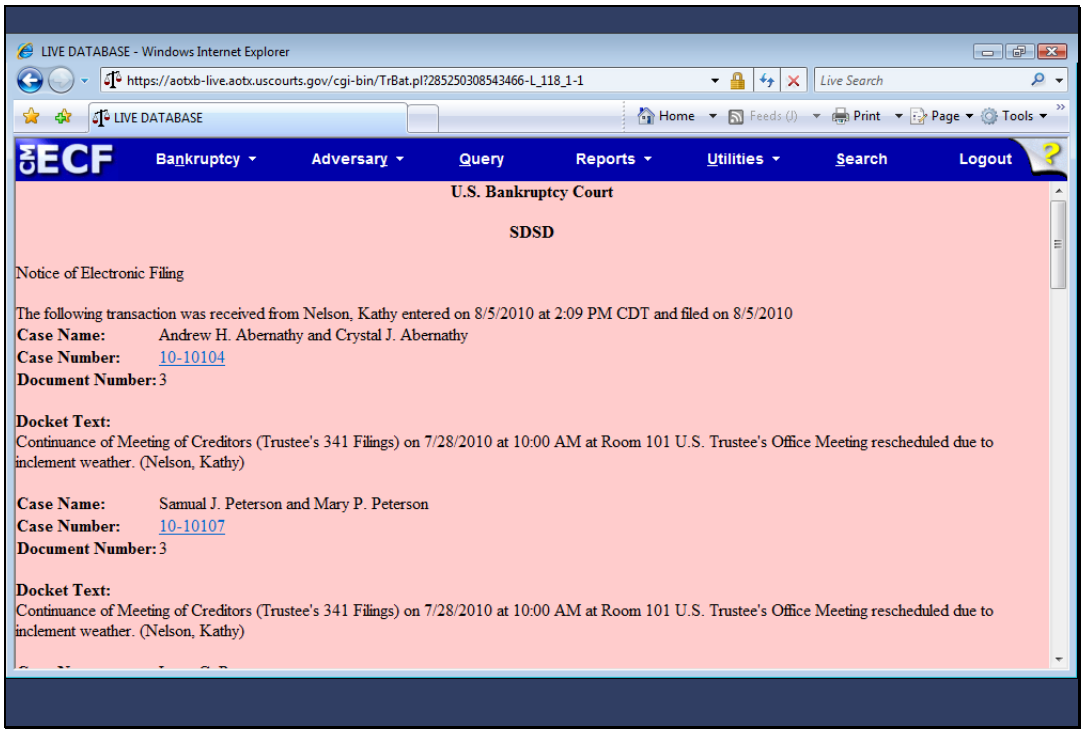
Slide 45

Slide notes: Click to add notes for the selected slide



Slide 46

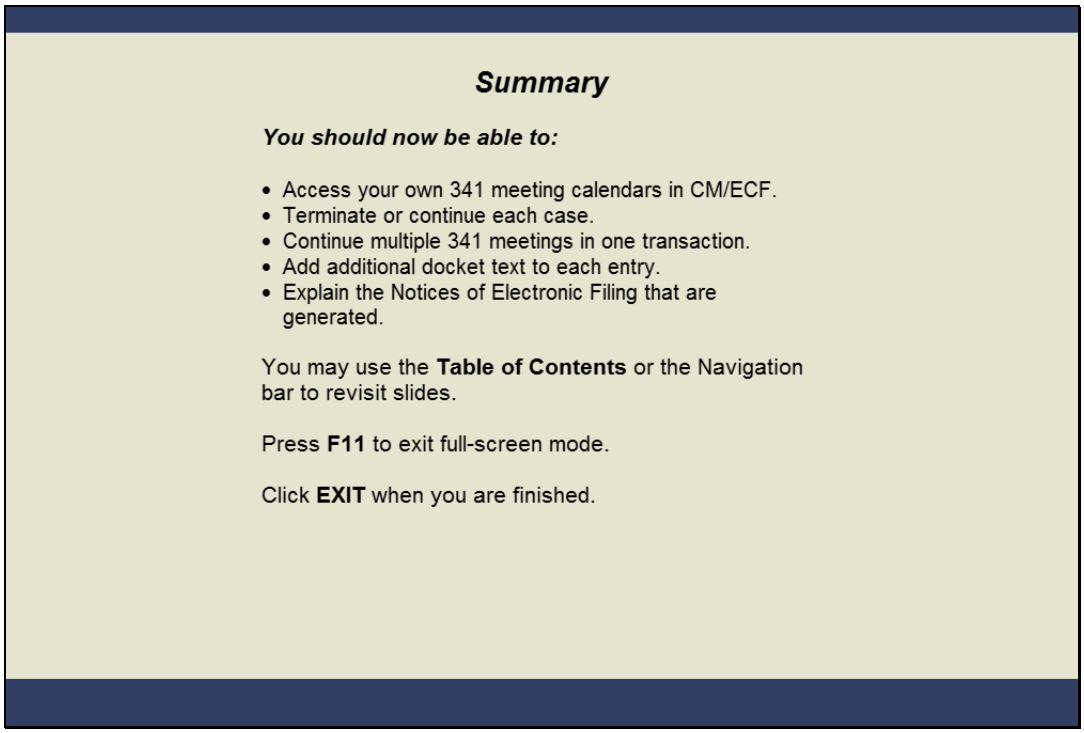
Slide notes: Click to add notes for the selected slide



Slide 47

Slide notes: The combined Notice of Electronic Filing displays the new date, time, and identical docket text for all cases processed. The NEF will show who was or who was not electronically noticed. Each e-mail recipient will receive this combined NEF.

Please note that the Trustee's 341 Meeting program is provided as an option. You can still docket these same events to each individual case if you prefer.



Summary

Slide notes: You should now be able to see that the Trustee's 341 Filing program meetings in batch is a great time saver. You've seen how you can terminate or continue cases and add pertinent information to each docket entry.

And you can describe how the NEFs from this process vary from individual NEFs for each case. Click EXIT when you are finished.