

Welcome

Slide notes: Click to add notes for the selected slide

### ***Objectives***

This module will explain how to process cases from your 341 meeting calendars in a batch mode. After completing this lesson you should be able to:

- Access your own 341 meeting calendars in CM/ECF.
- Terminate or continue each case.
- Continue multiple 341 meetings in one transaction.
- Add additional docket text to each entry.
- Explain the Notices of Electronic Filing that are generated.

Click **CONTINUE**.

#### 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.



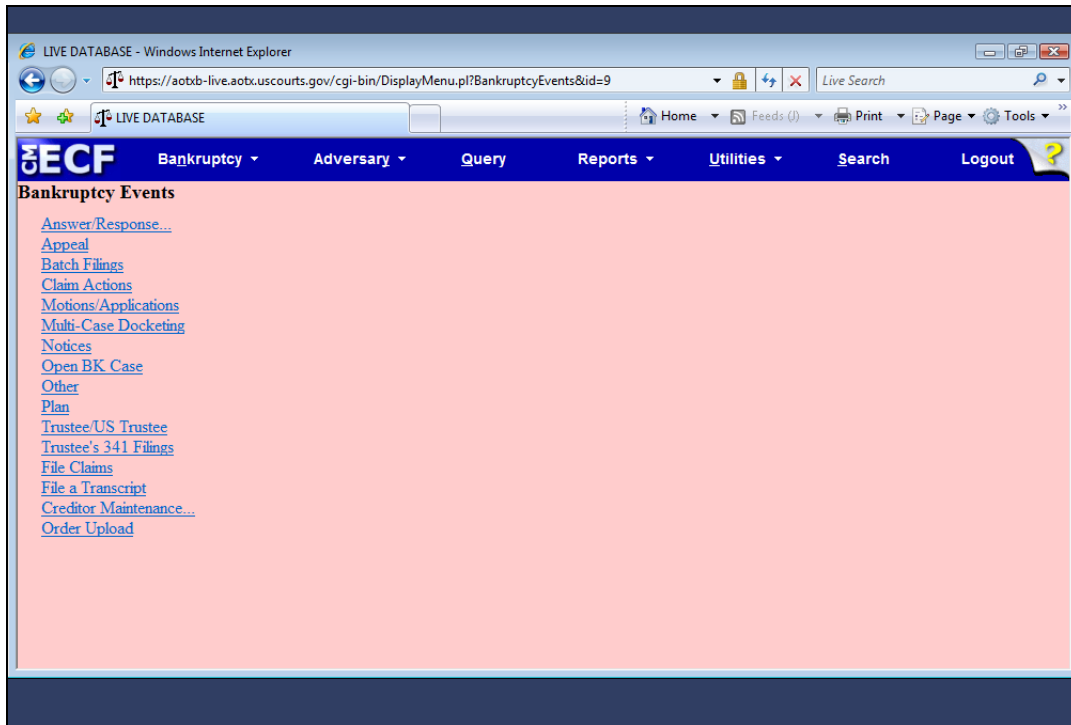
Slide 3

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.



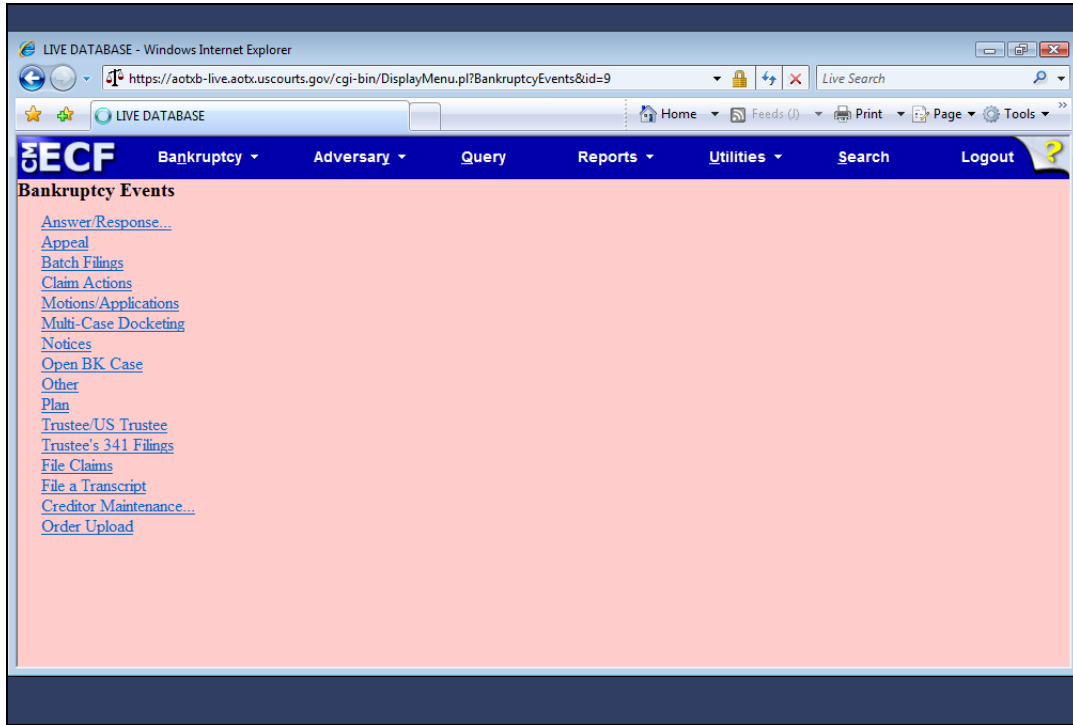
Slide 4

Slide notes: Click to add notes for the selected slide



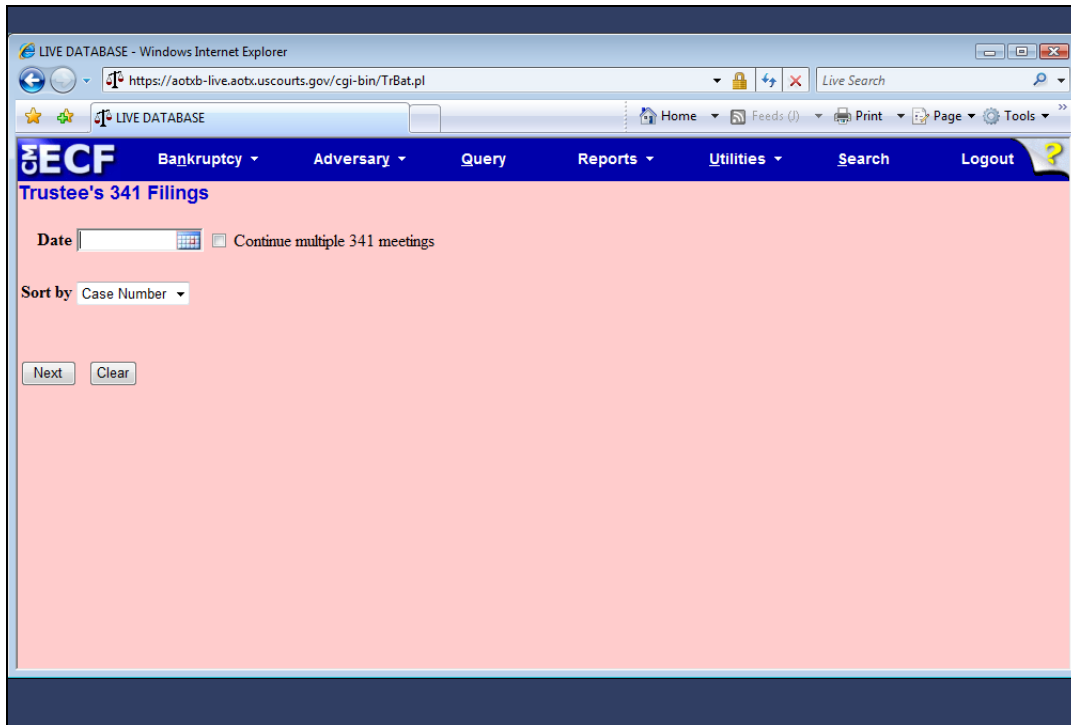
Slide 5

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.

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar contains the URL "https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl". The page header features the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Trustee's 341 Filings". Below this, there is a "Date" field with a calendar for August 2010. The calendar shows the 4th of August is selected. To the left of the calendar is a "Sort by" dropdown menu set to "Case Number". Below the calendar are "Next" and "Clear" buttons. The main content area of the page is a large, empty light pink rectangle.

Slide 8

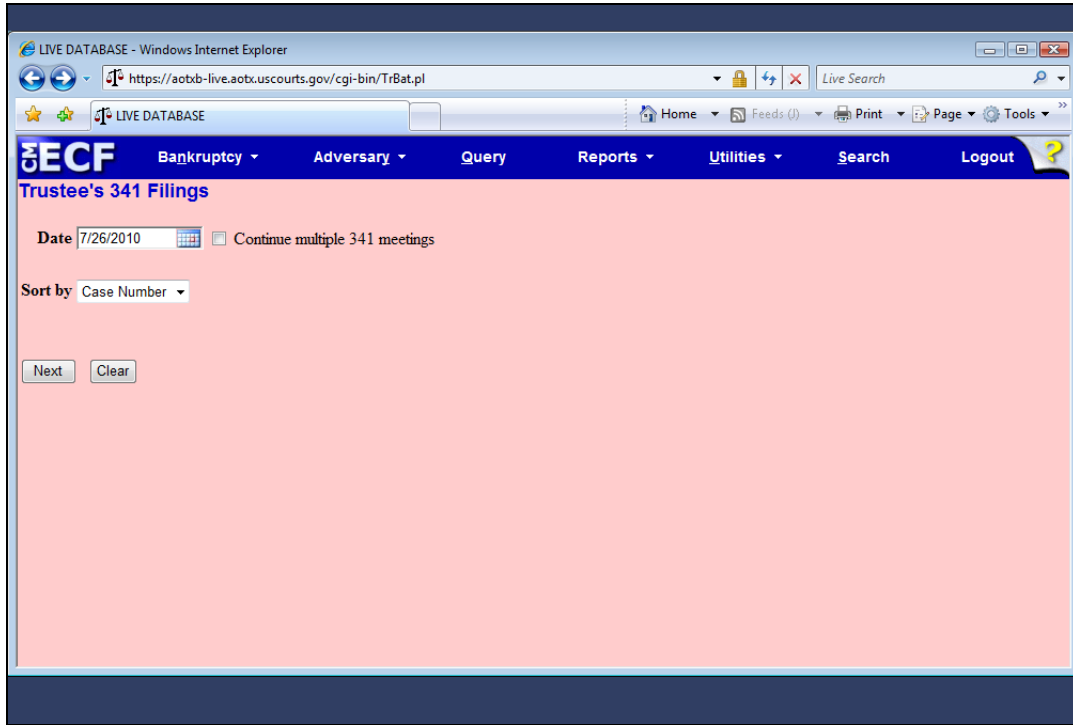
Slide notes: Click to add notes for the selected slide



The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL "https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl". The page features a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Trustee's 341 Filings" and contains a search interface. On the left, there is a "Date" field with a calendar dropdown set to "July 2010" and a "Sort by" dropdown set to "Case Number". Below these are "Next" and "Clear" buttons. The calendar shows dates from 27 to 31, with the 26th highlighted in orange. To the right of the calendar, the text "341 meetings" is visible. The main content area is currently blank, displaying a light pink background.

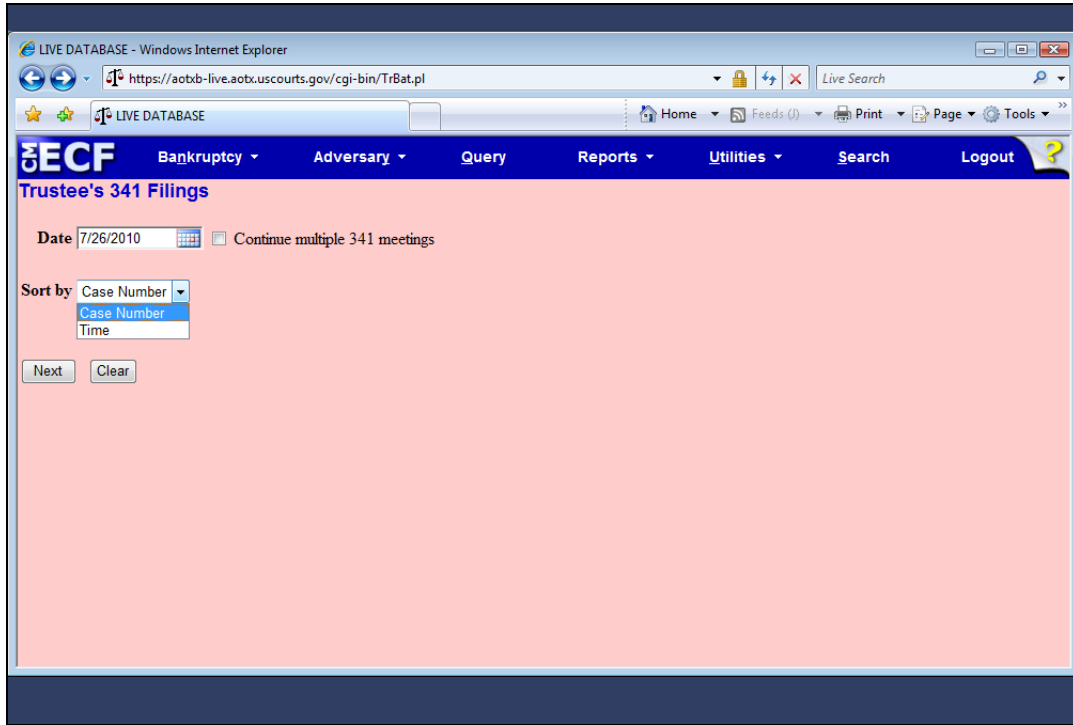
Slide 9

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



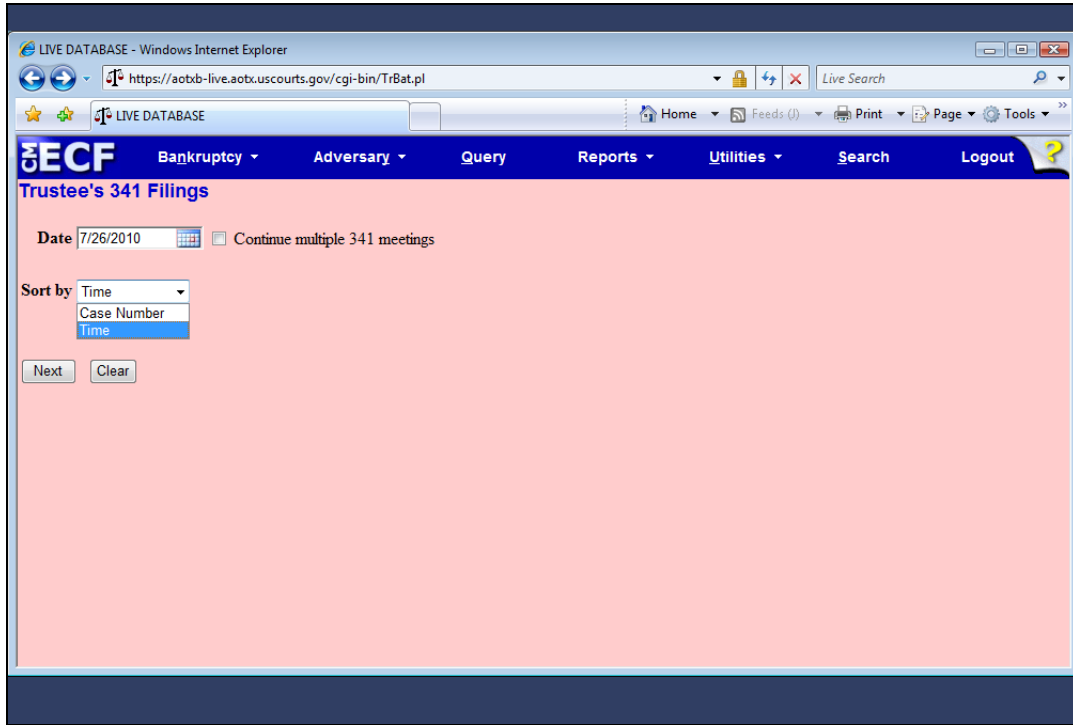
Slide 10

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.



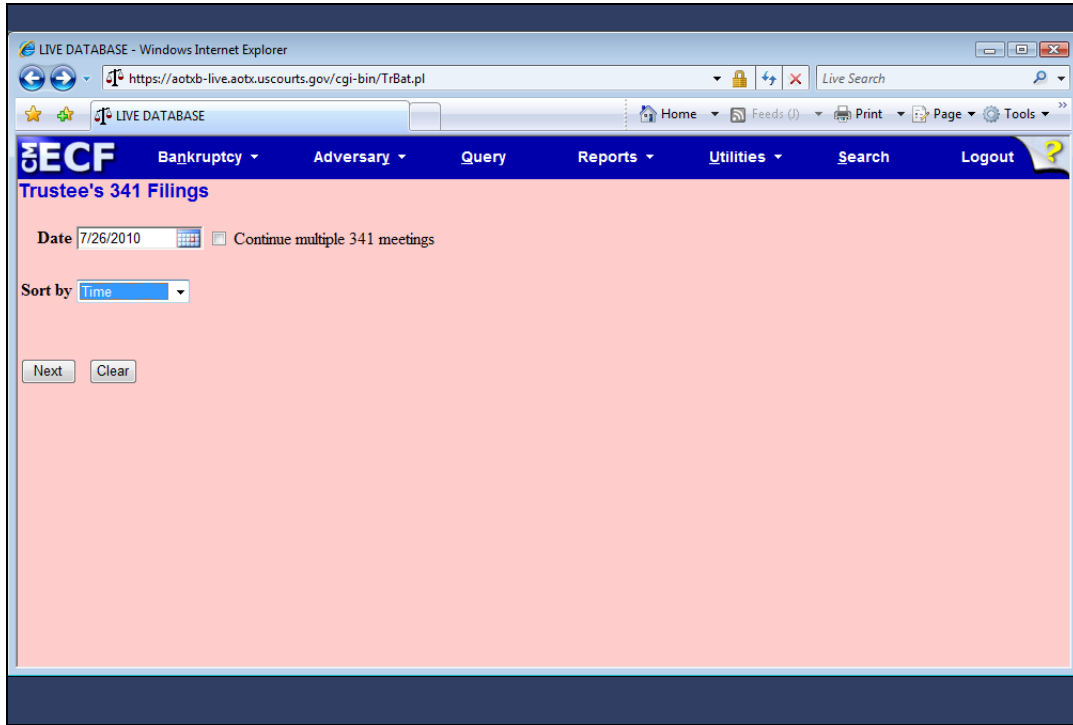
Slide 11

Slide notes: Click to add notes for the selected slide



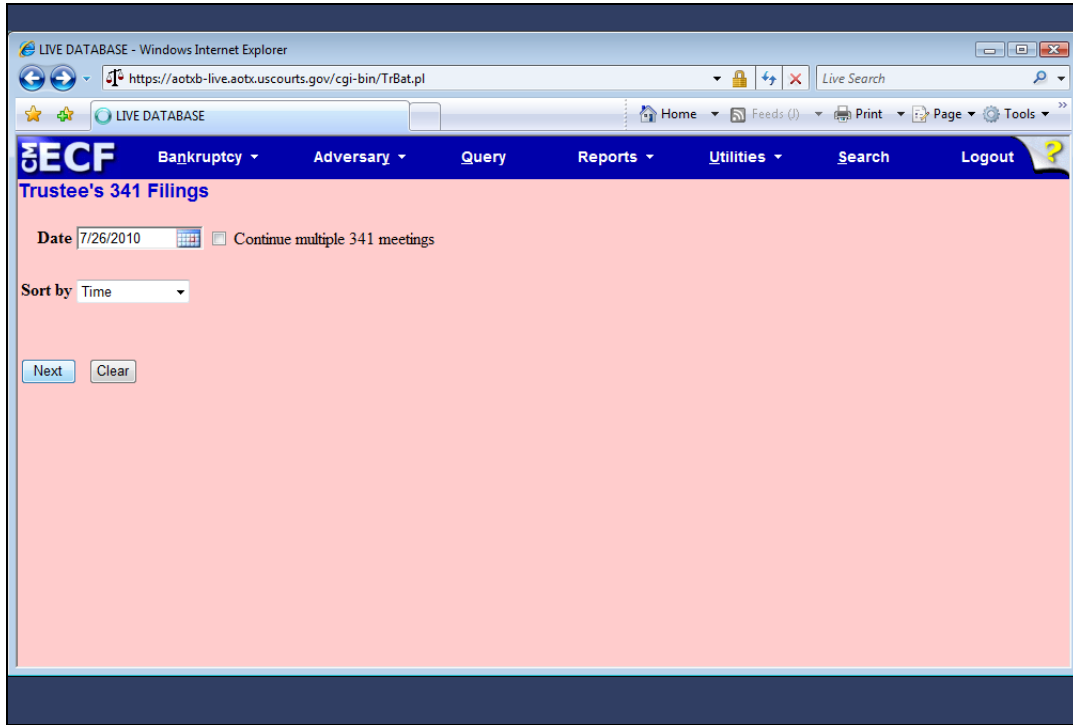
Slide 12

Slide notes: Click to add notes for the selected slide



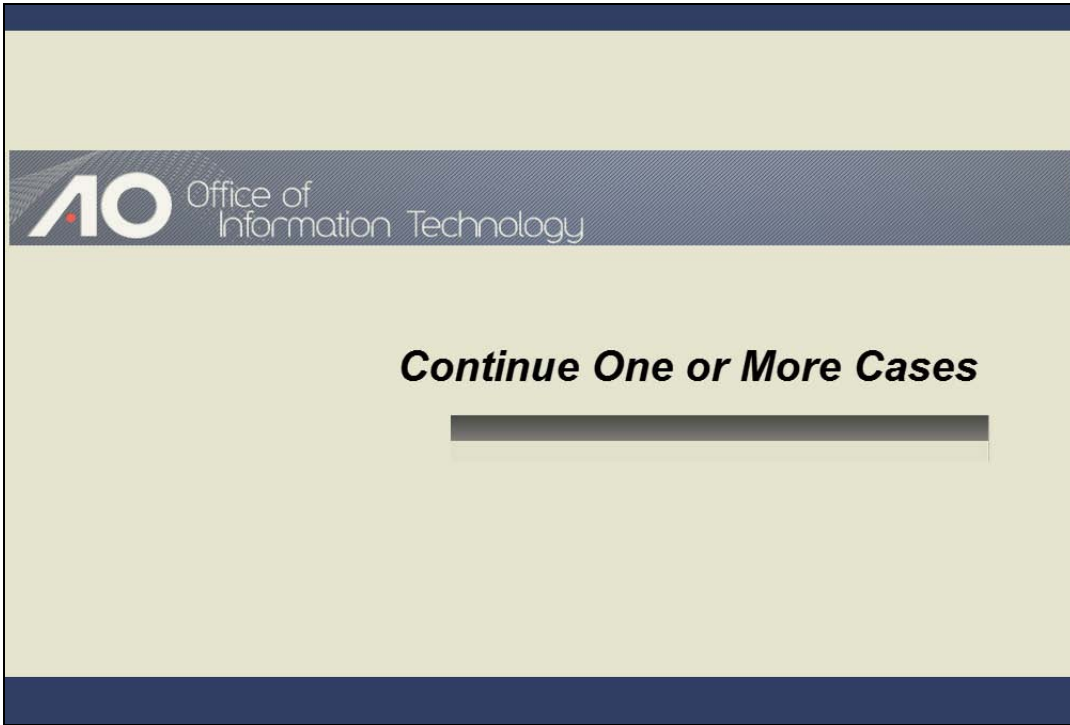
Slide 13

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



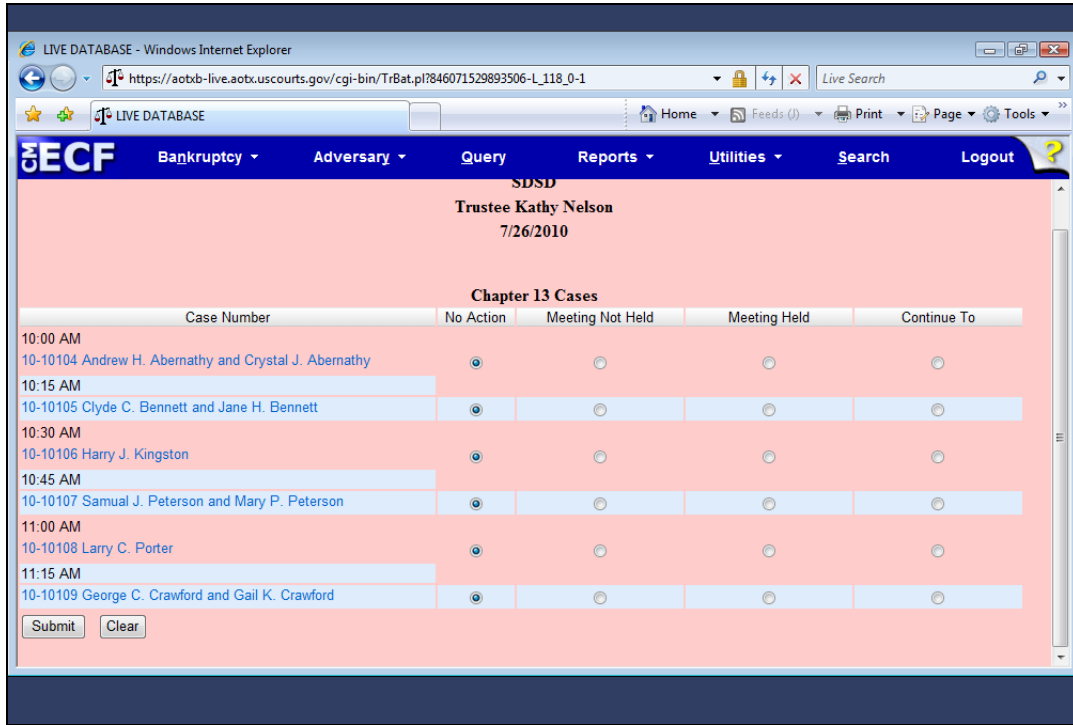
Slide 14

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.



The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL [https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\\_118\\_0-1](https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L_118_0-1). The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases".

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10:00 AM 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:15 AM 10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Date	Time	Location	
	<input type="text"/>	<input type="text"/>	Room 101 U.S. Trustee's Office	
Additional docket text				
<input type="checkbox"/> Debtor appeared <input type="checkbox"/> Debtor absent from required meeting				
10:30 AM 10-10106 Harry J. Kingston	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:45 AM				

Slide 17

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

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL [https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\\_118\\_0-1](https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L_118_0-1). The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases".

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10:00 AM 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:15 AM 10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10:30 AM 10-10106 Harry J. Kingston	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional docket text:  
 Debtor appeared  
 Debtor absent from required meeting

A calendar pop-up for July 2010 is visible, showing dates from 1 to 31. The location dropdown menu is set to "101 U.S. Trustee's Office".

Slide 18

Slide notes: Click to add notes for the selected slide

The screenshot shows the ECF LIVE DATABASE interface in a Windows Internet Explorer browser. The address bar displays the URL: https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\_118\_0-1. The navigation menu includes Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases". A table lists cases with columns for Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. A calendar pop-up is overlaid on the table, showing the month of July 2010, with the date July 28th highlighted. The calendar also shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the time of the meeting (10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM). The location is set to "m 101 U.S. Trustee's Office".

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10-10106 Harry J. Kingston	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Slide 19

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

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL "https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\_118\_0-1". The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases". A table lists cases with columns for Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. The selected entry is for 10:15 AM, case 10-10105, involving Clyde C. Bennett and Jane H. Bennett. Below the table, there are fields for Date (7/28/2010), Time, and Location (Room 101 U.S. Trustee's Office). There is also a section for "Additional docket text" with checkboxes for "Debtor appeared" and "Debtor absent from required meeting".

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10:00 AM 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:15 AM 10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10:30 AM 10-10106 Harry J. Kingston	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Slide 20

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

The screenshot shows the ECF LIVE DATABASE interface for Trustee Kathy Nelson on 7/26/2010. The page displays a table of Chapter 13 cases with the following data:

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10-10106 Harry J. Kingston	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional interface elements include a date field set to 7/28/2010, a clock widget, and checkboxes for 'Debtor appeared' and 'Debtor absent from required meeting'.

Slide 21

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

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL "https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\_118\_0-1". The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases". It features a table with columns for Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. The table lists two cases: 10-10104 Andrew H. Abernathy and Crystal J. Abernathy, and 10-10105 Clyde C. Bennett and Jane H. Bennett. A detailed view for the 10:15 AM entry shows a date of 7/28/2010, time of 10:00 AM, and location of Room 101 U.S. Trustee's Office. Below the table is an "Additional docket text" field and checkboxes for "Debtor appeared" and "Debtor absent from required meeting".

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Additional docket text:  
 Debtor appeared  
 Debtor absent from required meeting

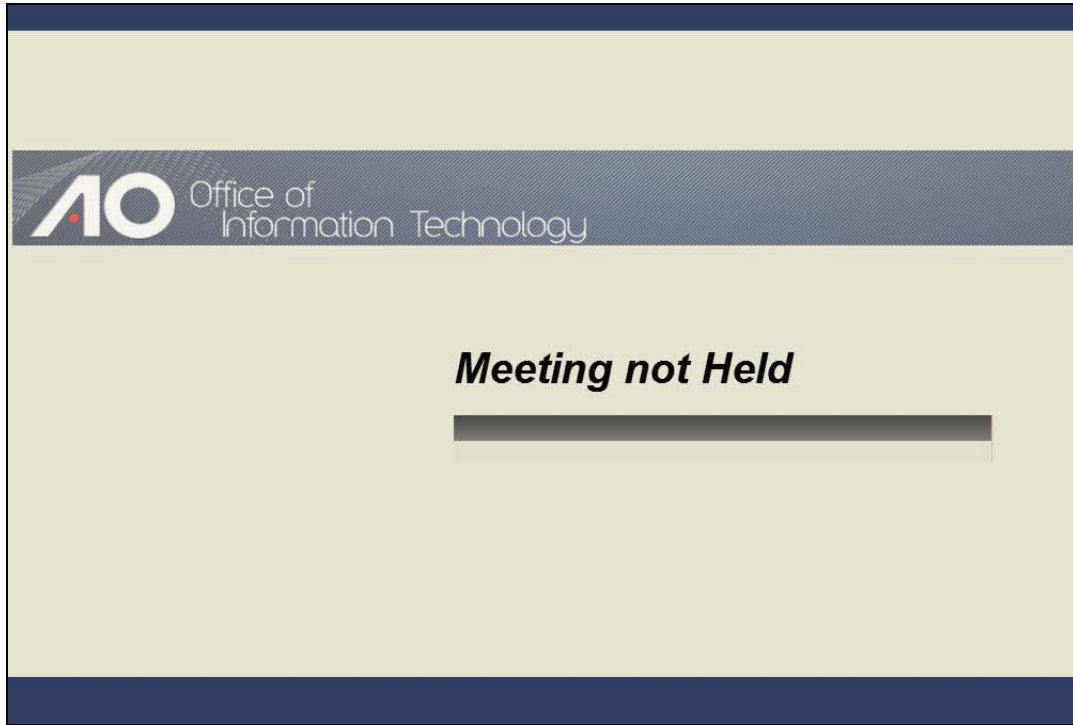
Slide 22

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

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer" with the URL [https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\\_118\\_0-1](https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L_118_0-1). The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "SDSD Trustee Kathy Nelson 7/26/2010" and "Chapter 13 Cases". It features a table with columns: Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. The table lists two cases: 10-10104 Andrew H. Abernathy and Crystal J. Abernathy, and 10-10105 Clyde C. Bennett and Jane H. Bennett. Below the table, there are input fields for Date (7/28/2010), Time (10:00 AM), and Location (Room 101 U.S. Trustee's Office). There is also a section for "Additional docket text" with a text area and checkboxes for "Debtor appeared" and "Debtor absent from required meeting". A scroll bar is visible on the right side of the page, and a red box highlights the bottom of the scroll bar.

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



The screenshot shows the ECF LIVE DATABASE interface in a Windows Internet Explorer browser. The browser address bar displays the URL: https://aotxb-live.aotxb.uscourts.gov/cgi-bin/TrBat.pl?846071529893506-L\_118\_0-1. The ECF logo is visible in the top left corner of the application. The main content area displays a meeting schedule for 7/28/2010 at 10:00 AM in Room 101 U.S. Trustee's Office. The schedule is presented as a table with columns for Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. The following table represents the data shown in the screenshot:

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10-10106 Harry J. Kingston	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10107 Samuel J. Peterson and Mary P. Peterson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10108 Larry C. Porter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10109 George C. Crawford and Gail K. Crawford	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional docket text: Additional documents are required.

Meeting details: Date: 7/28/2010, Time: 10:00 AM, Location: Room 101 U.S. Trustee's Office.

Options:  Debtor appeared,  Debtor absent from required meeting.

Slide 25

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

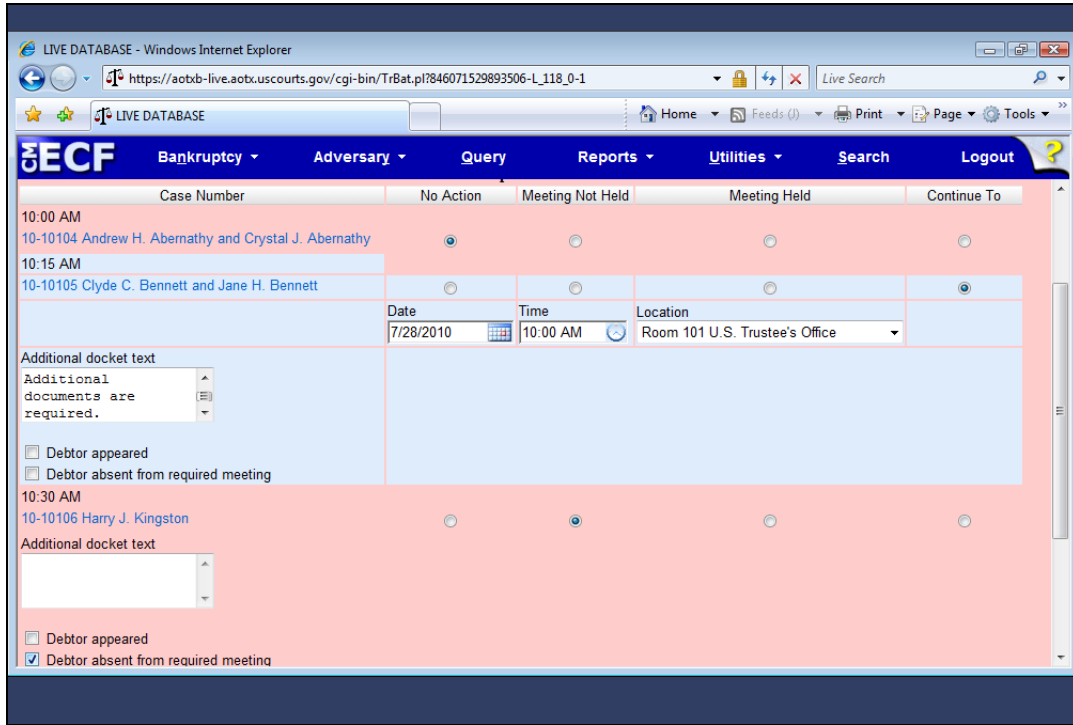
The screenshot shows the ECF LIVE DATABASE interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a table with the following columns: Case Number, No Action, Meeting Not Held, Meeting Held, and Continue To. The table contains two rows of meeting information:

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10105 Clyde C. Bennett and Jane H. Bennett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Below the table, there are fields for Date (7/28/2010), Time (10:00 AM), and Location (Room 101 U.S. Trustee's Office). There are also checkboxes for 'Debtor appeared' and 'Debtor absent from required meeting'. The 'Debtor absent from required meeting' checkbox is highlighted in red.

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...

documents are required.

Debtor appeared  
 Debtor absent from required meeting

10:30 AM  
10-10106 Harry J. Kingston

Additional docket text

Debtor appeared  
 Debtor absent from required meeting

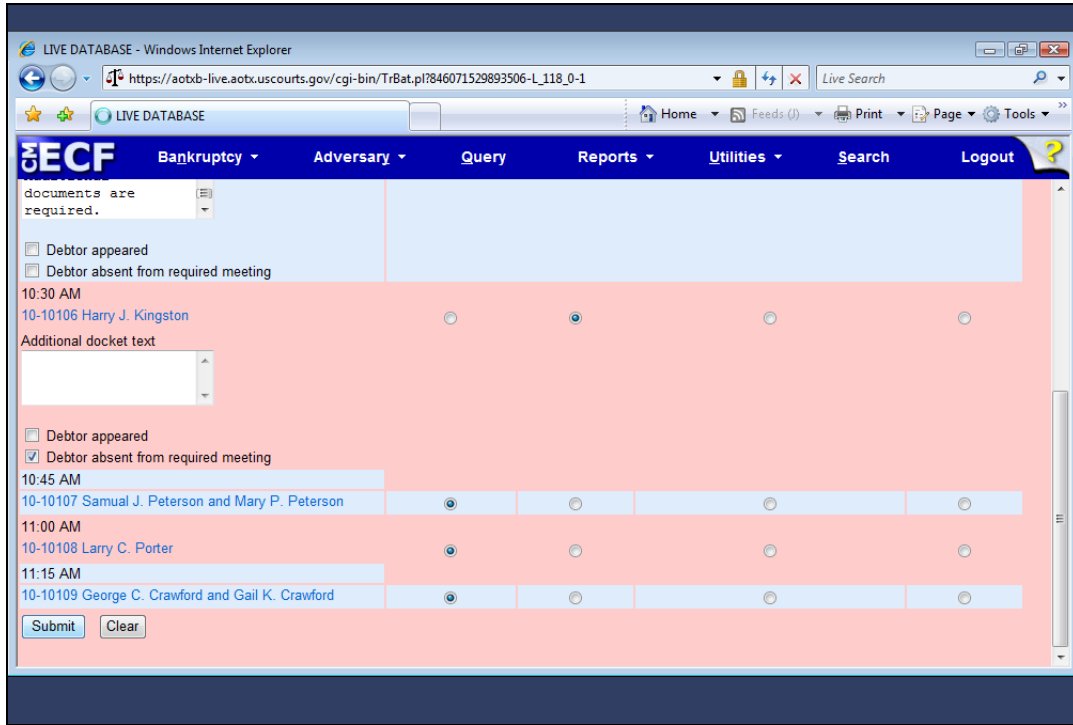
10:45 AM  
10-10107 Samuel J. Peterson and Mary P. Peterson

11:00 AM  
10-10108 Larry C. Porter

11:15 AM  
10-10109 George C. Crawford and Gail K. Crawford

Slide 28

Slide notes: ...and click Submit.



Slide 29

Slide notes: Click to add notes for the selected slide

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?564724618048322-L\_118\_1-1

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Processing  
Processing..  
.....

U.S. Bankruptcy Court  
SDSD

Notice of Electronic Filing

The following transaction was received from Nelson, Kathy entered on 8/5/2010 at 9:51 AM CDT and filed on 8/5/2010

**Case Name:** Clyde C. Bennett and Jane H. Bennett  
**Case Number:** [10-10105](#)  
**Document Number:** 3

**Docket Text:**  
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/28/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting continued. Additional documents are required. (Nelson, Kathy)

**Case Name:** Harry J. Kingston  
**Case Number:** [10-10106](#)  
**Document Number:** 3

**Docket Text:**  
Meeting of Creditors Not Held Debtor absent from required meeting. (Nelson, Kathy)

The following document(s) are associated with this transaction:

Slide 30

Slide notes: Click to add notes for the selected slide

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aob.uscourts.gov/cgi-bin/TrBat.pl?281653292680391-L\_118\_1-1

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court

SDSD

Notice of Electronic Filing

The following transaction was received from Nelson, Kathy entered on 8/5/2010 at 1:51 PM CDT and filed on 8/5/2010

**Case Name:** Clyde C. Bennett and Jane H. Bennett  
**Case Number:** [10-10105](#)  
**Document Number:** 3

**Docket Text:**  
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/28/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting continued. Additional documents are required. (Nelson, Kathy)

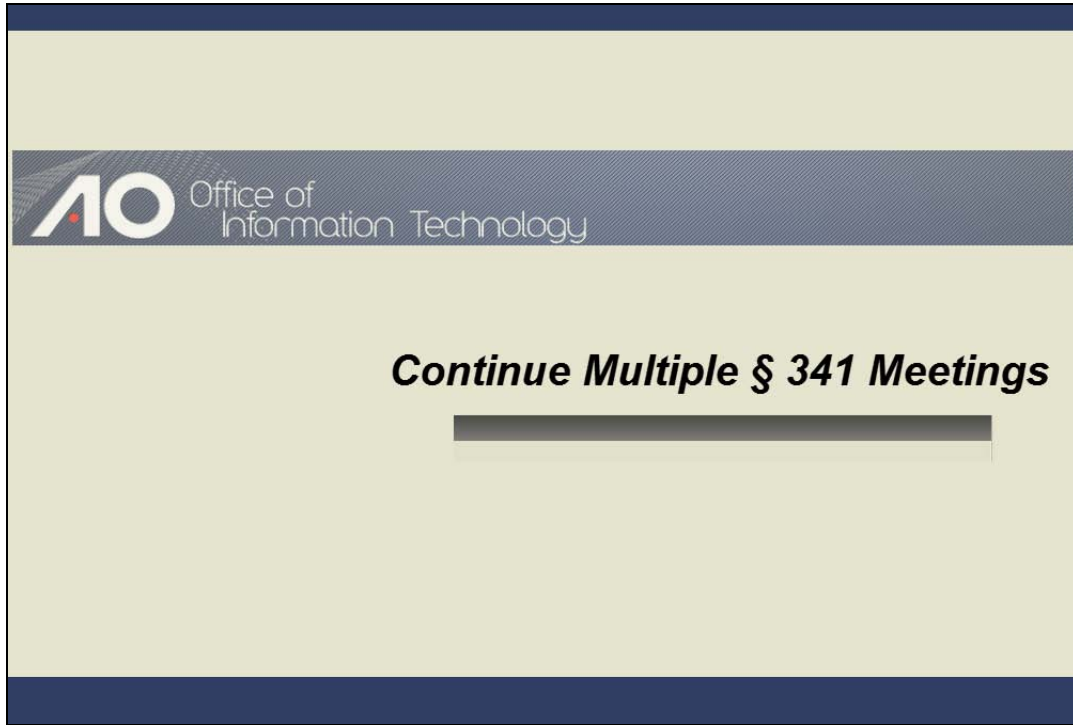
**Case Name:** Harry J. Kingston  
**Case Number:** [10-10106](#)  
**Document Number:** 3

**Docket Text:**  
Meeting of Creditors Not Held Debtor absent from required meeting. (Nelson, Kathy)

The following document(s) are associated with this transaction:

Slide 31

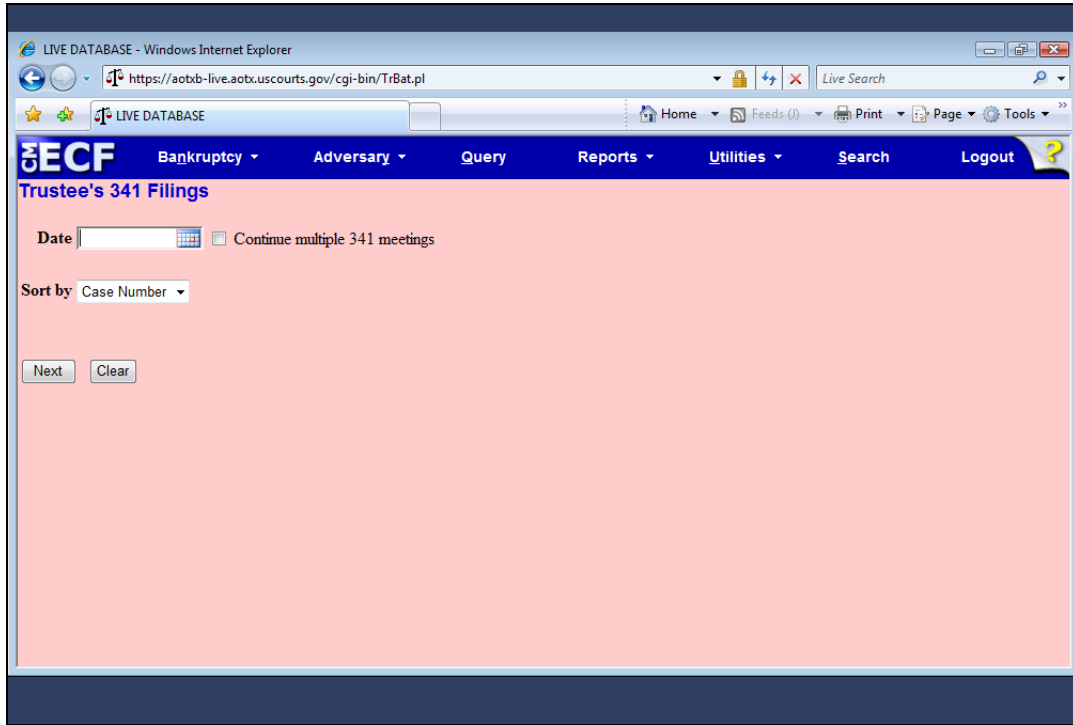
Slide notes: One combined Notice of Electronic Filing, or NEF, will show all the cases that were processed in this transaction. Notice the additional docket text for each of the two cases that were processed. Remember, these entries are docket text only so PDF documents are not associated with them.



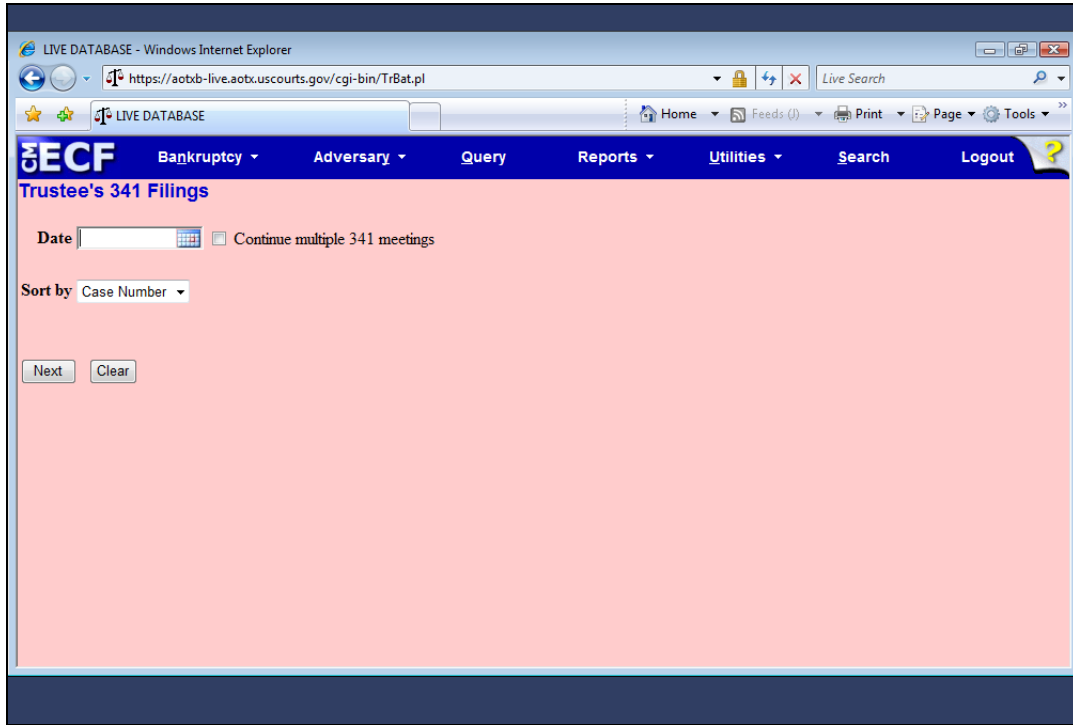
Continue Multiple § 341 Meetings

Slide notes: Click to add notes for the selected slide



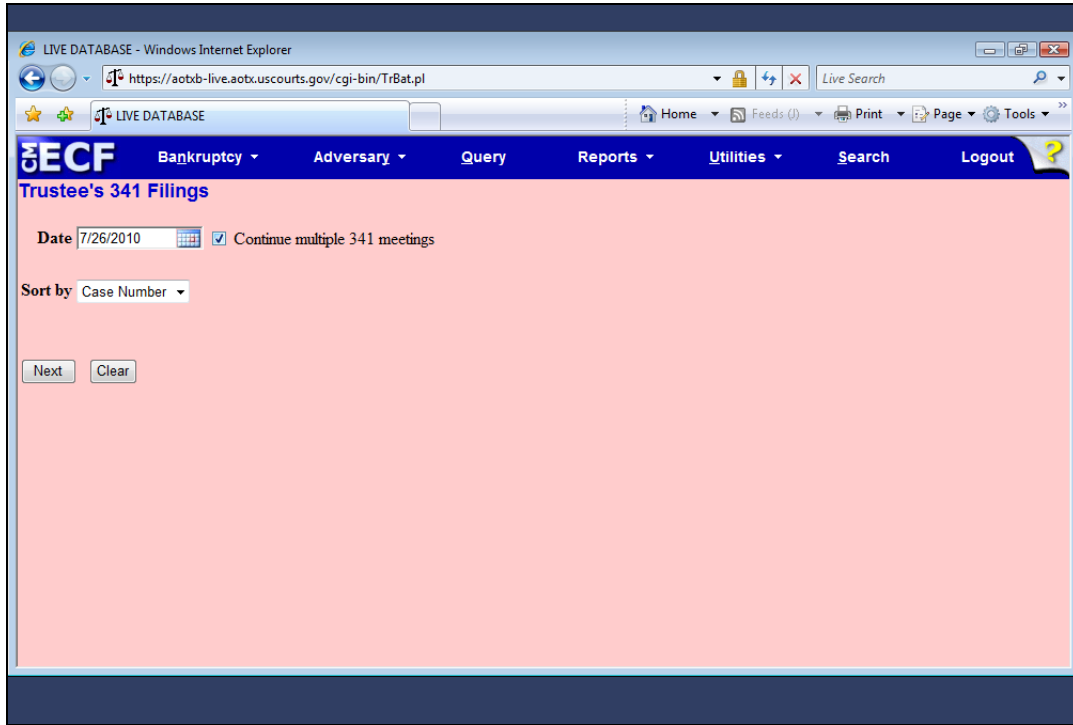


Slide 33  
Slide notes: The Trustee's 341 Filings program also allows the trustee to continue multiple 341 meetings in one operation. To demonstrate, I'll enter the same 341 meeting date...

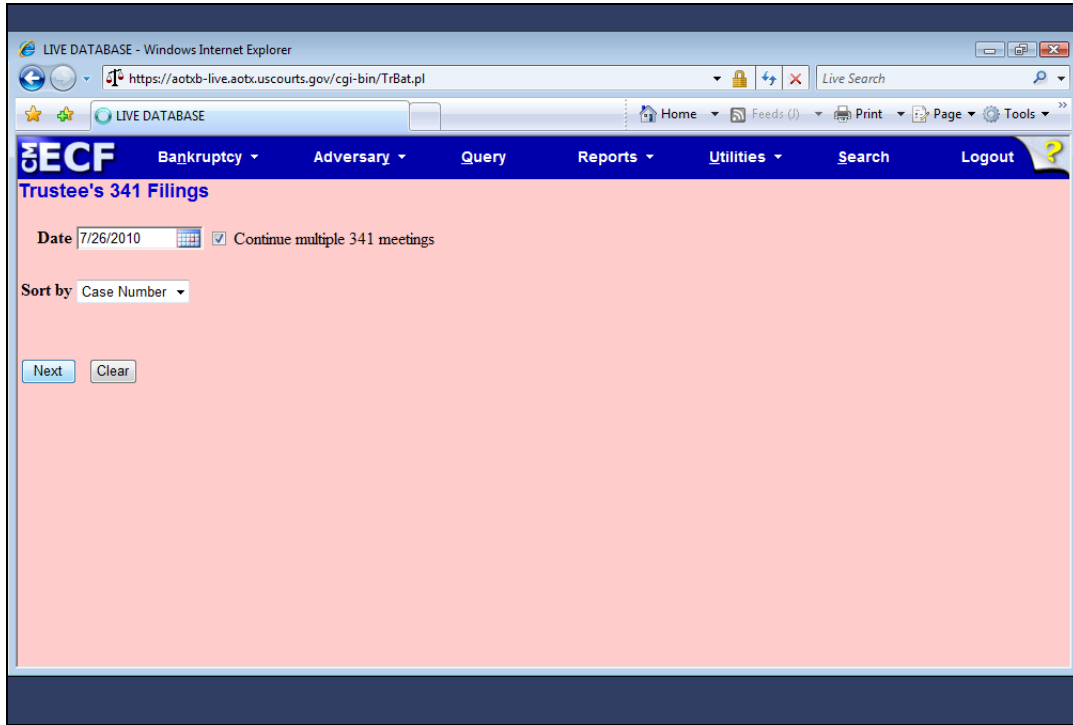


Slide 34

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

U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010

Continue:  
Date  Time   
Location

Additional docket text   Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

<input type="checkbox"/> Case	Time	Location
<input type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10109 George C. Crawford and Carl V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Slide 37

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

U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010

Continue:  
Date: 7/28/2010 Time: [ ]  
Location: [ ]  
Additional docket text: [ ]

Case	Time	Location
<input type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	
<input type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10109 George C. Crawford and Paul V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

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...

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?257222241711112-L\_118\_0-1

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010

Continue:  
Date: 7/28/2010 Time: 10:00 AM

Location: [Dropdown Menu]  
Additional: [Dropdown Menu]

Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

Case	Time	Location
<input type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10109 George C. Crawford and Carl V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Slide 40

Slide notes: ...to select the meeting location.



LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?25722241711112-L\_118\_0-1

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010

Continue:  
Date: 7/28/2010 Time: 10:00 AM  
Location: Room 101 U.S. Trustee's Office

Additional docket text:   Debtor appeared  Debtor absent from required meeting

**Chapter 13 Cases**

Case	Time	Location
<input type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/> 10-10109 George C. Crawford and Carl V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Slide 41

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

**U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010**

**Continue:**  
Date: 7/28/2010 Time: 10:00 AM  
Location: Room 101 U.S. Trustee's Office

Additional docket text:  Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

<input type="checkbox"/>	Case	Time	Location
<input type="checkbox"/>	10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/>	10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/>	10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input type="checkbox"/>	10-10109 George C. Crawford and Carl V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

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...

U.S. Bankruptcy Court  
SDSD  
Trustee Kathy Nelson  
7/26/2010

Continue:  
Date: 7/28/2010 Time: 10:00 AM  
Location: Room 101 U.S. Trustee's Office

Additional docket text: Meeting rescheduled due to inclement weather.  
 Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

Case	Time	Location
10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
10-10109 George C. Crawford and Carl V. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Slide 43

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

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?25722241711112-L\_118\_0-1

LIVE DATABASE

Bankruptcy Adversary Query Reports Utilities Search Logout

7/26/2010

Continue:  
Date: 7/28/2010 Time: 10:00 AM  
Location: Room 101 U.S. Trustee's Office

Additional docket text: Meeting rescheduled due to inclement weather.

Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

<input checked="" type="checkbox"/>	Case	Time	Location
<input checked="" type="checkbox"/>	10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/>	10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/>	10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/>	10-10109 George C. Crawford and Gail K. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Submit Clear

Slide 44

Slide notes: ...to click Submit.

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?25722241711112-L\_118\_0-1

LIVE DATABASE

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

7/26/2010

Continue:  
Date: 7/28/2010 Time: 10:00 AM  
Location: Room 101 U.S. Trustee's Office

Additional docket text: Meeting rescheduled due to inclement weather.  
 Debtor appeared  
 Debtor absent from required meeting

**Chapter 13 Cases**

Case	Time	Location
<input checked="" type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy	10:00 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson	10:45 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/> 10-10108 Larry C. Porter	11:00 AM	Room 101 U.S. Trustee's Office
<input checked="" type="checkbox"/> 10-10109 George C. Crawford and Gail K. Crawford	11:15 AM	Room 101 U.S. Trustee's Office

Submit Clear

Slide 45

Slide notes: Click to add notes for the selected slide

LIVE DATABASE - Windows Internet Explorer  
https://aotxb-live.aotc.uscourts.gov/cgi-bin/TrBat.pl?285250308543466-L\_118\_1-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Processing  
Processing..  
.....

U.S. Bankruptcy Court  
SDSD

Notice of Electronic Filing

The following transaction was received from Nelson, Kathy entered on 8/5/2010 at 2:09 PM CDT and filed on 8/5/2010

Case Name: Andrew H. Abernathy and Crystal J. Abernathy  
Case Number: [10-10104](#)  
Document Number: 3

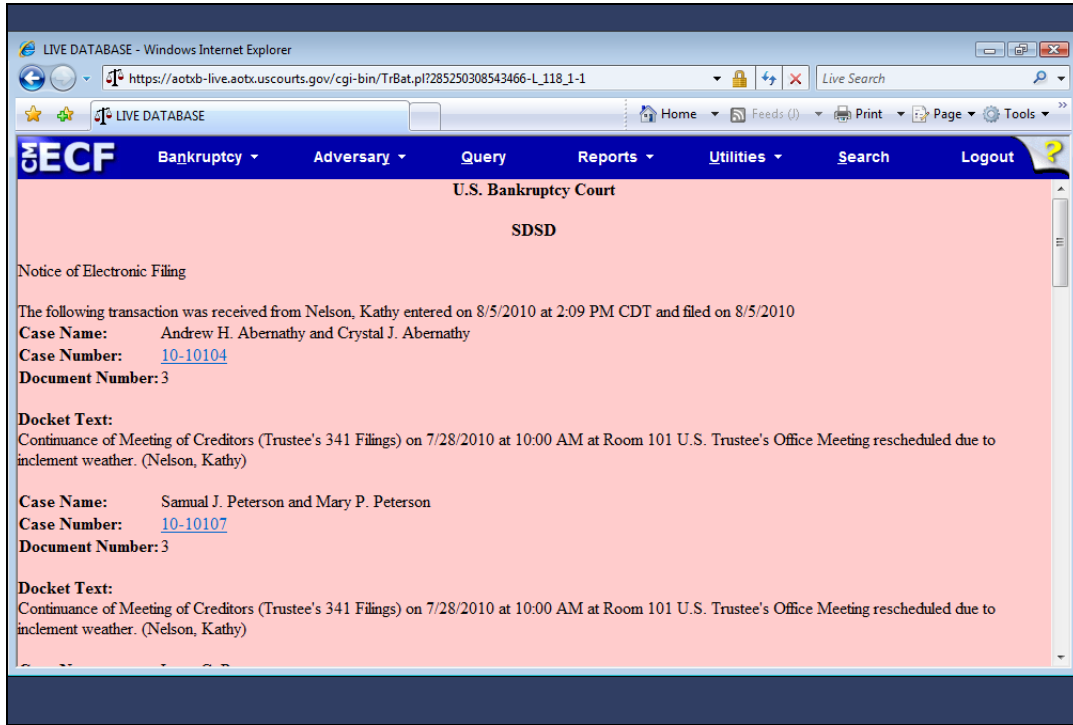
Docket Text:  
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/28/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting rescheduled due to inclement weather. (Nelson, Kathy)

Case Name: Samuel J. Peterson and Mary P. Peterson  
Case Number: [10-10107](#)  
Document Number: 3

Docket Text:  
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/28/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting rescheduled due to inclement weather. (Nelson, Kathy)

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**

***You should now be able to:***

- Access your own 341 meeting calendars in CM/ECF.
- Terminate or continue each case.
- Continue multiple 341 meetings in one transaction.
- Add additional docket text to each entry.
- Explain the Notices of Electronic Filing that are generated.

You may use the **Table of Contents** or the Navigation bar to revisit slides.

Press **F11** to exit full-screen mode.

Click **EXIT** when you are finished.

### 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.