


Trustee's 341 Filings - Chapter 7



Trustee's 341 Filings - Chapter 7

Welcome
Slide notes:

Objectives

When you complete this module on enhancements to the Trustee's 341 Filings program, you should be able to:

- Continue multiple §341 meetings simultaneously.
- Sort cases by time or case number.
- Add additional docket text to docket entries.
- Append standardized text to docket entries.

Objectives

Slide notes: The Trustee's 341 Filings program has new features that will make the process more efficient and gives you the option to customize docket text. When you complete this lesson, you should be able to continue multiple 341 meetings simultaneously, sort cases by time or case number, add additional docket text to docket entries, and append standardized text to docket entries.



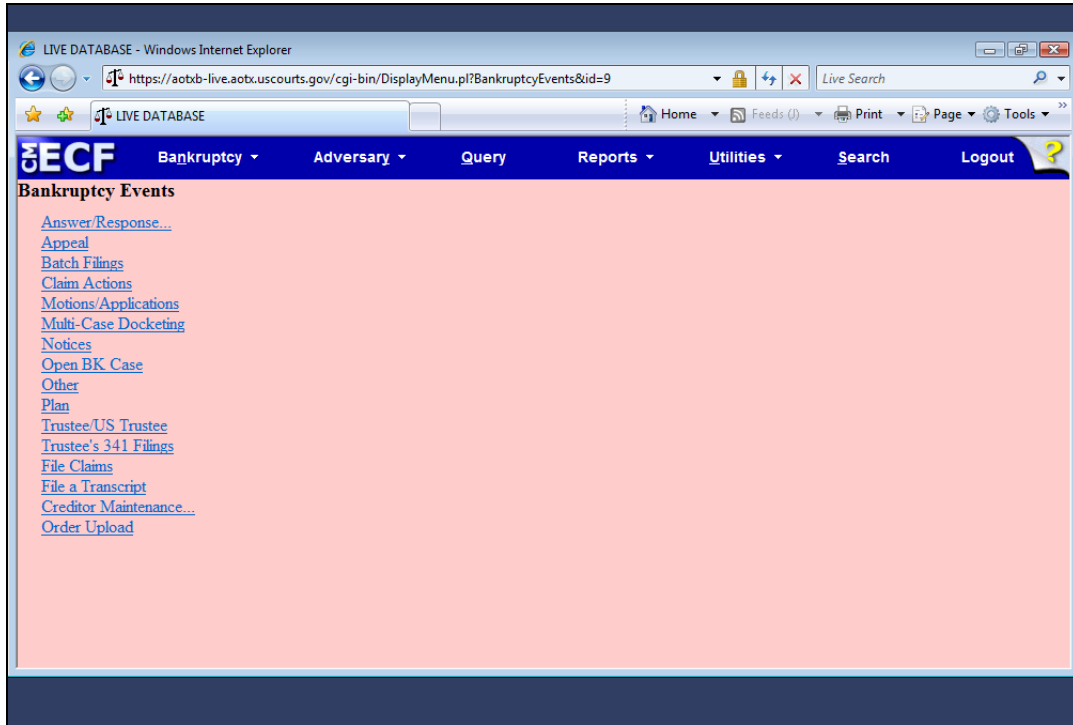
Trustee Login

Slide notes: To demonstrate the new enhancements, I have logged into CMECF as the trustee, Julian Mayfair. When I move the mouse over the Bankruptcy main menu selection...



Slide 4

Slide notes: ...a drop-down menu appears, from which I could make a selection. I'll click Bankruptcy.



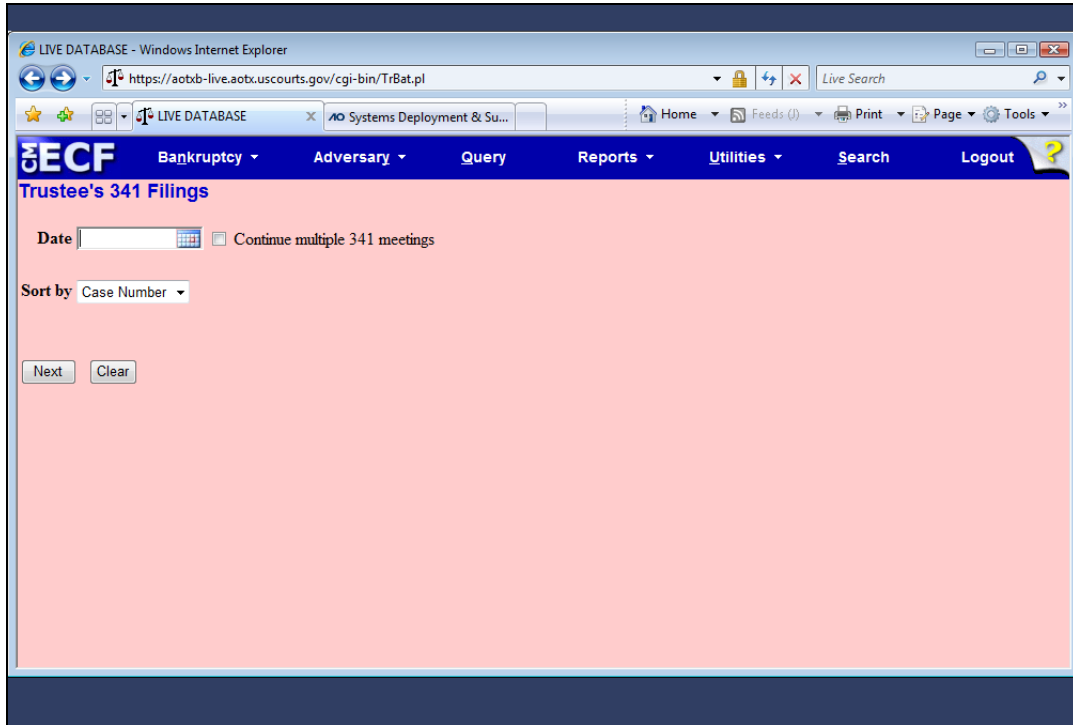
Slide 5

Slide notes: Next, I'll click the Trustee 341 Filings hyperlink.



Slide 6

Slide notes:



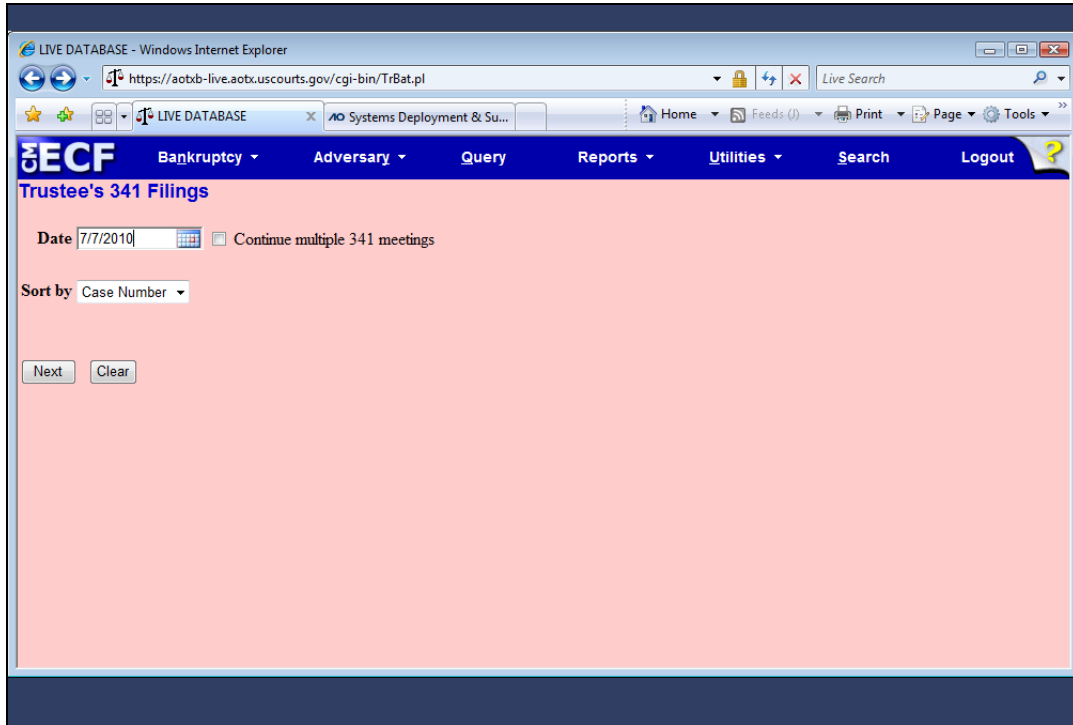
Sort by Date

Slide notes: The initial Trustee's 341 Filings screen has been revised. There is a new option to "Continue multiple 341 meetings" in a single operation and also an option to Sort by time as well as case number. I'll enter the 341 meeting date using the new calendar...

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 content area is titled "Trustee's 341 Filings" and displays a date filter set to "July 2010" with "341 meetings" listed. Below the date filter is a calendar grid for July 2010, sorted by "Case Number". The calendar shows dates from 27 to 31, with the 7th, 12th, and 17th highlighted in green. "Next" and "Clear" buttons are located below the calendar.

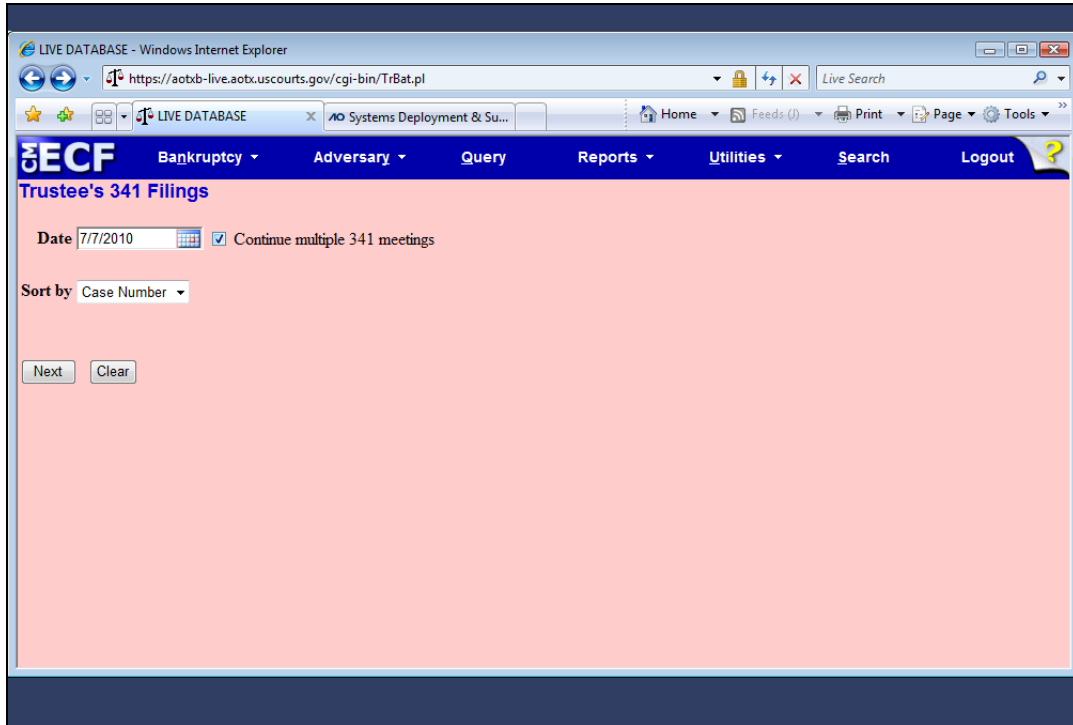
Slide 8

Slide notes:



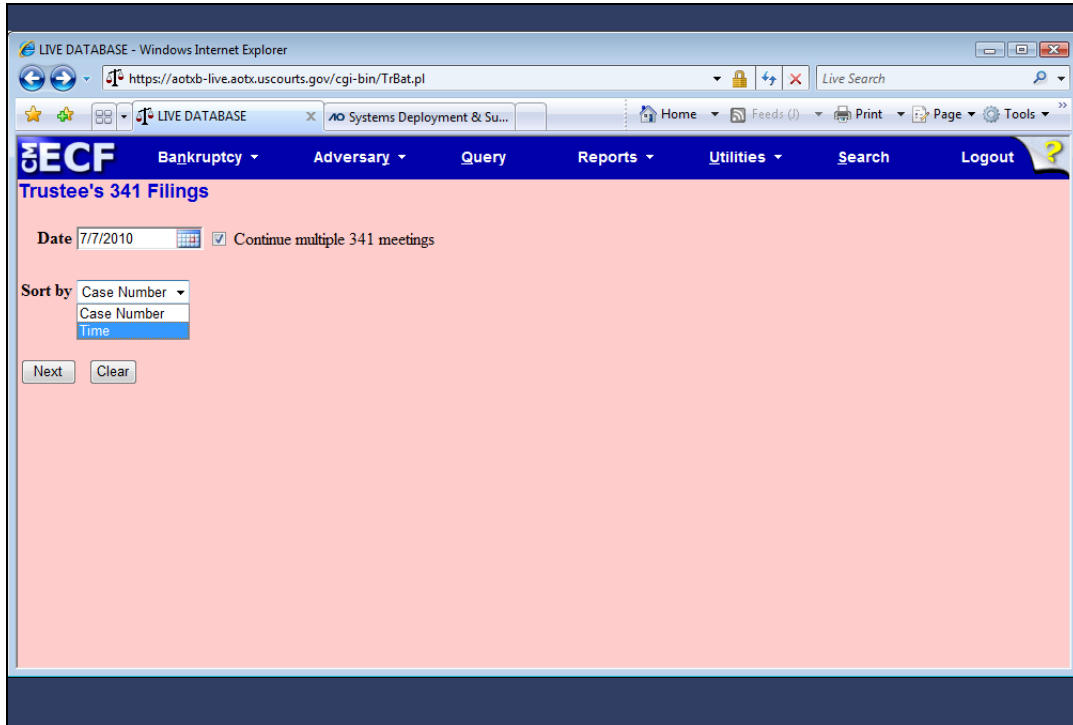
Continue 341 Meetings

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

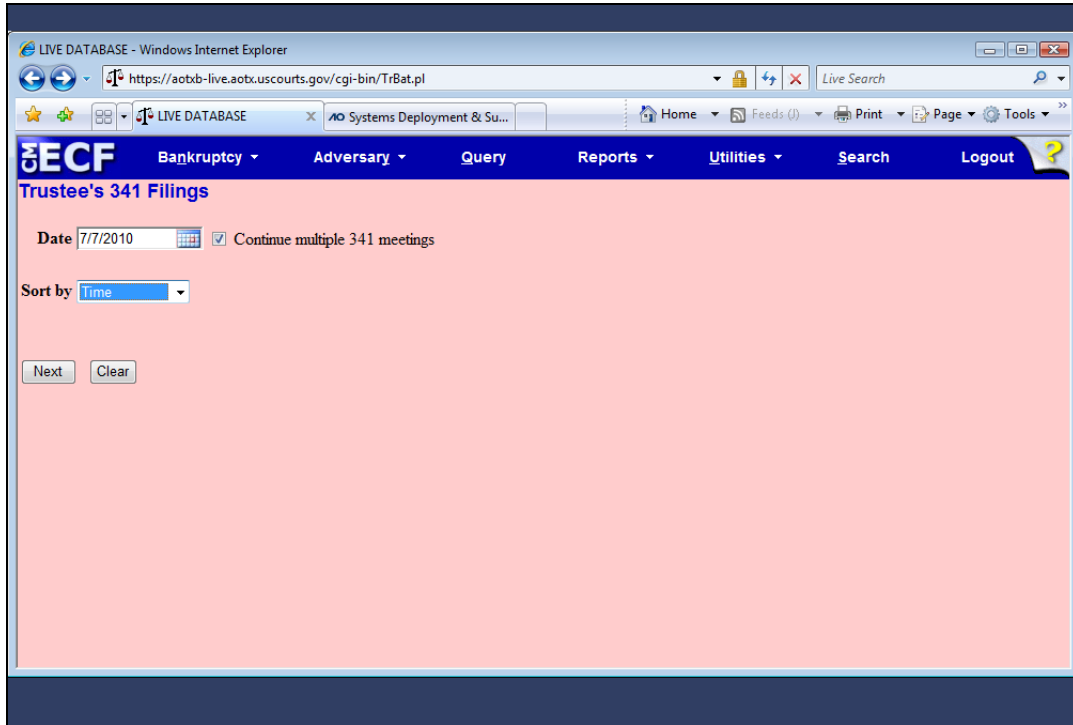


Sort by Time

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.

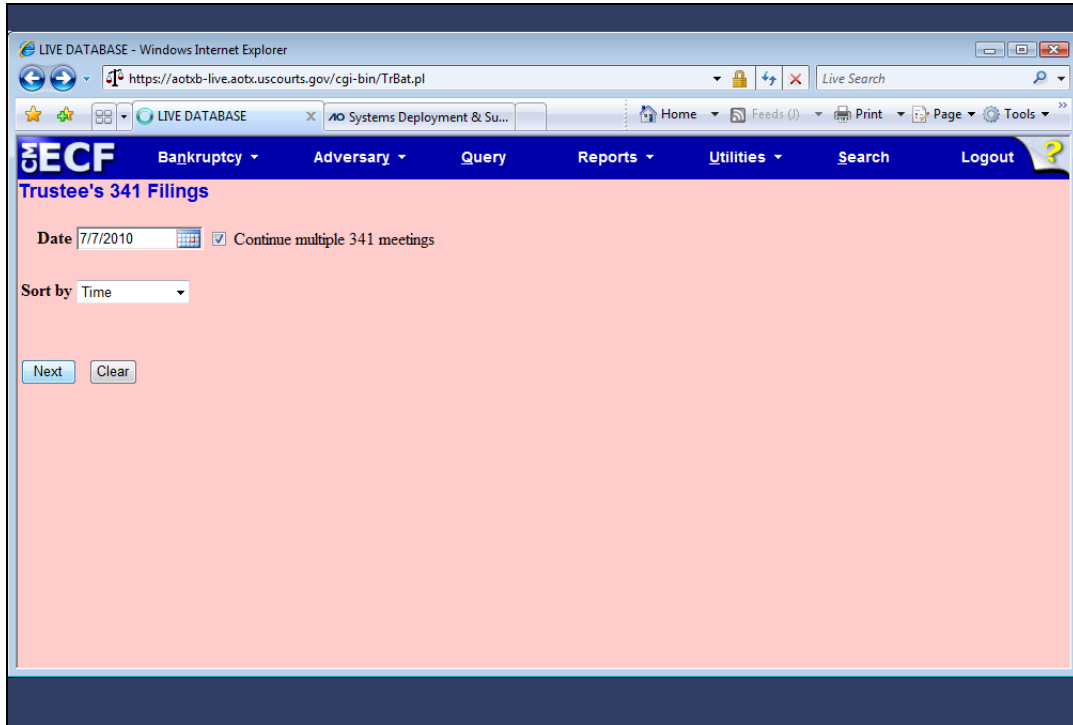


Slide 11
Slide notes:



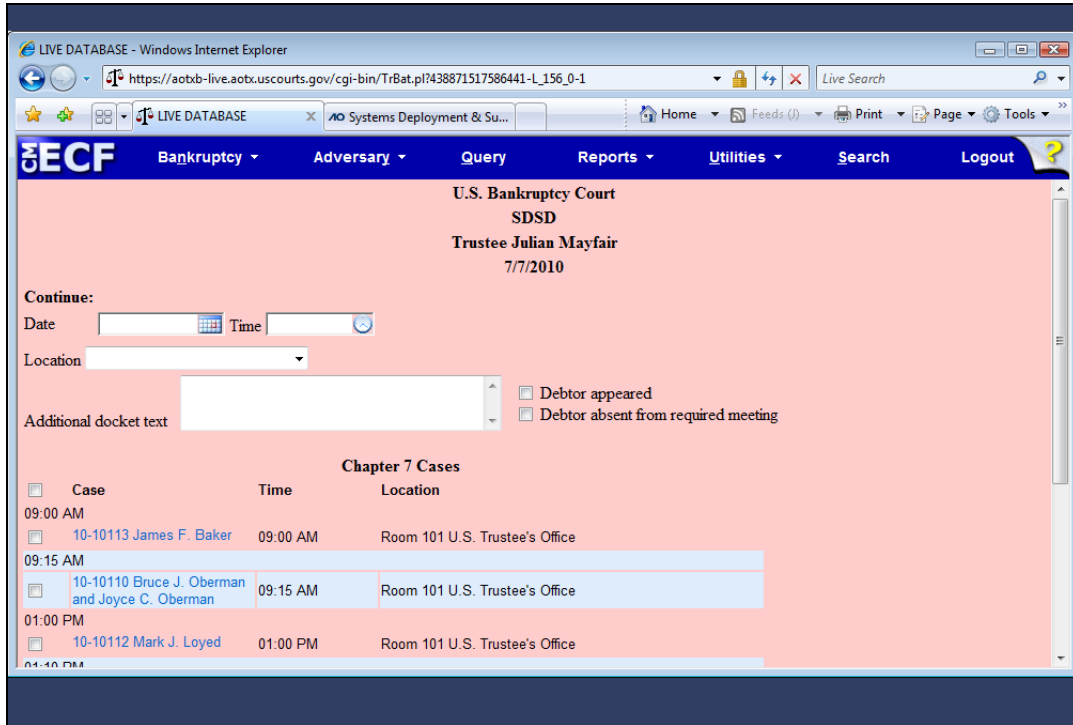
Slide 12

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



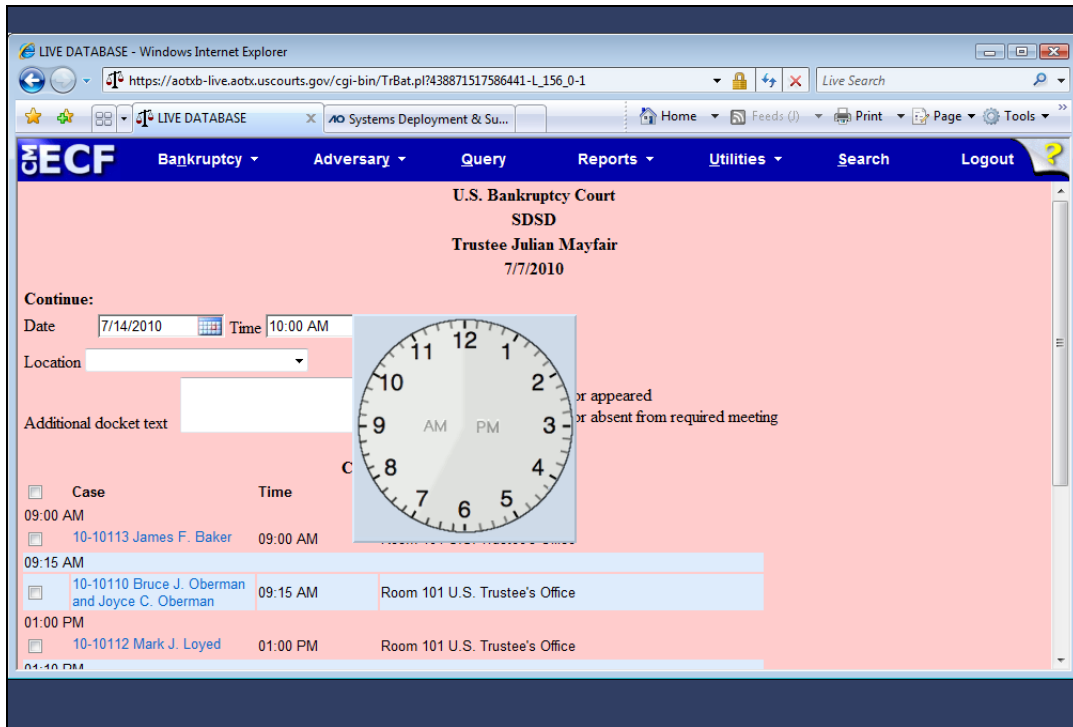
Slide 13

Slide notes:



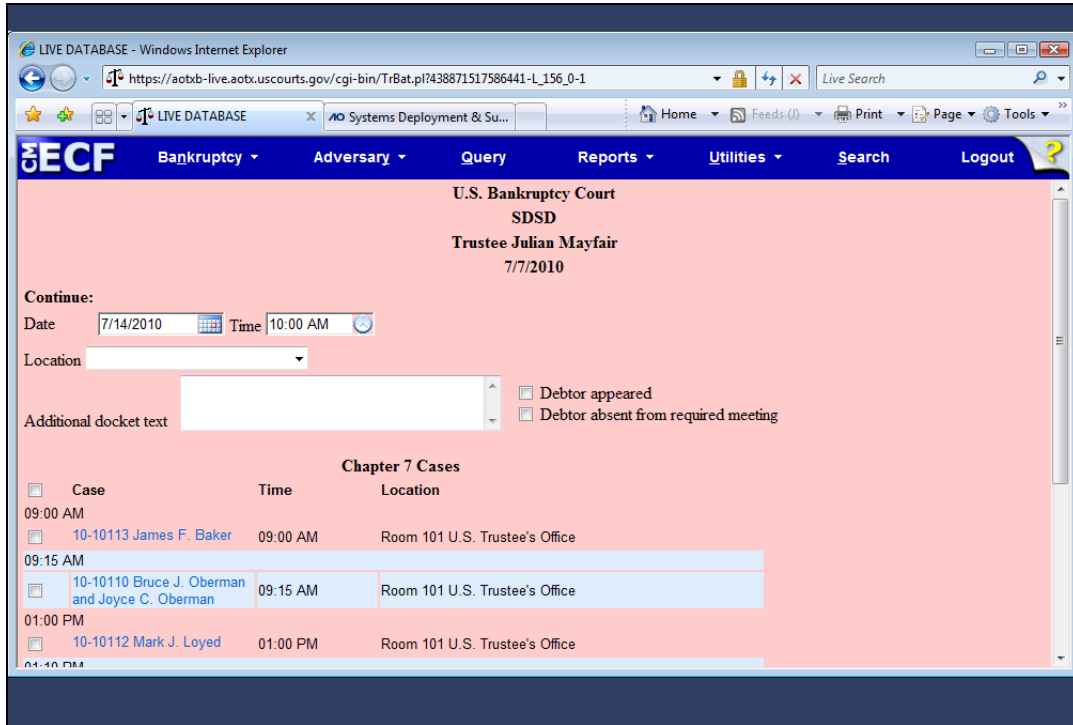
Slide 14

Slide notes: Here is the new 341 meeting calendar screen designed to continue multiple meetings. First, I'll enter the new 341 meeting date and time.



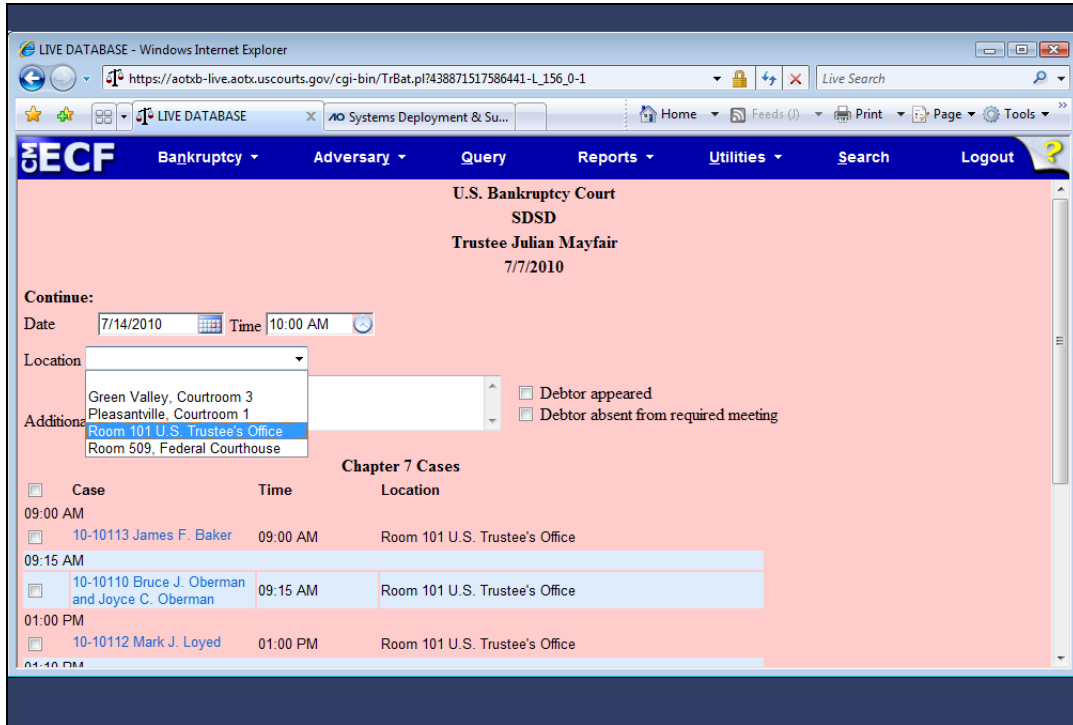
Slide 15

Slide notes: Notice the new clock icon. You can use your mouse to select a time or type in the time as usual. I'll select 10:00 AM.



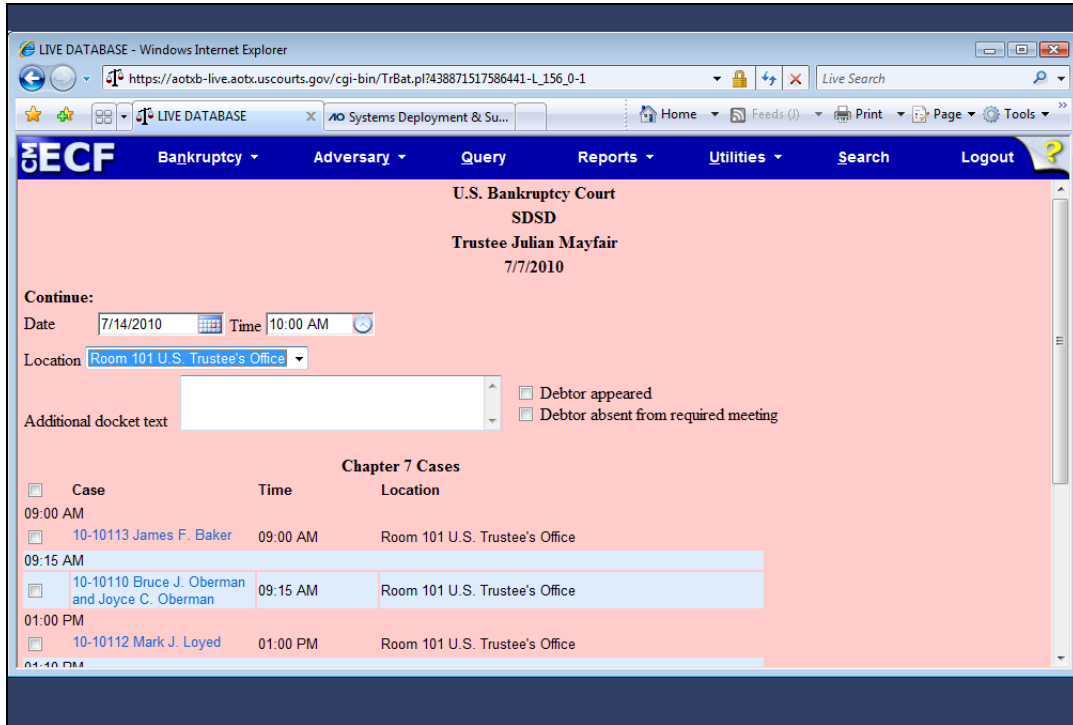
Slide 16

Slide notes: Next, I'll select the location of the meeting by clicking the Location drop-down arrow and...



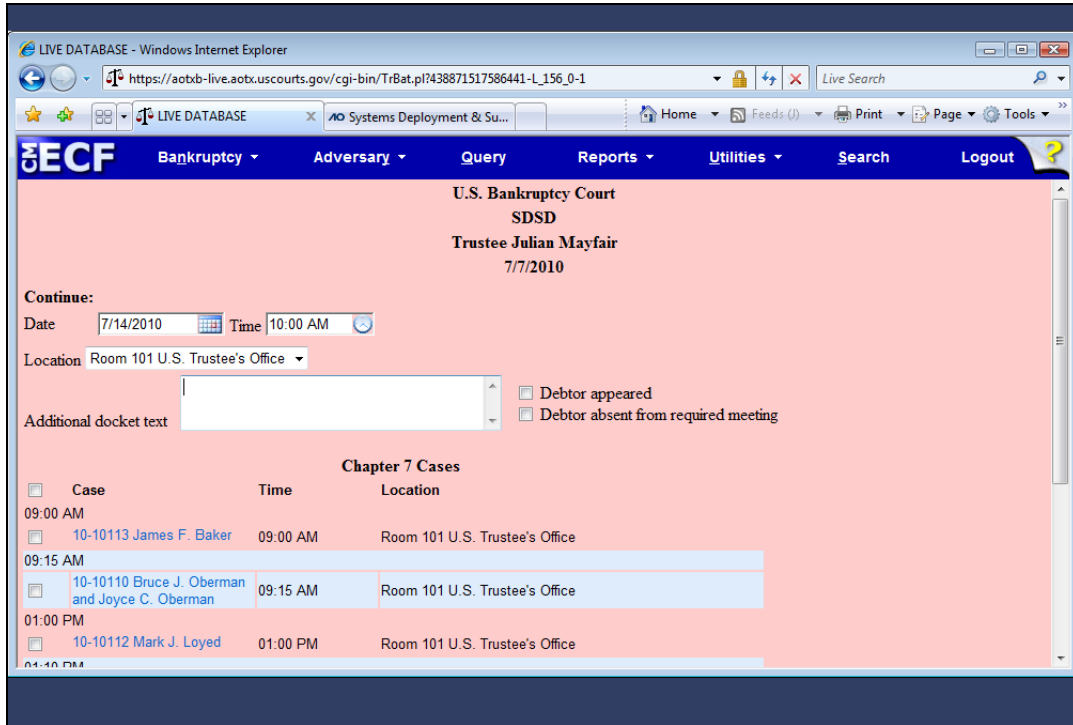
Slide 17

Slide notes: ... selecting "Room 101 U.S. Trustee's Office."



Add Docket Text

Slide notes: An "Additional docket text" window has been added to this screen, allowing the trustee to add comments to the docket report for this entry. Additionally, standardized verbiage can be appended to the final docket text by selecting the "Debtor appeared" or "Debtor absent from required meeting" check boxes. I'll enter some additional docket text ...



Slide 19

Slide notes: ...and then scroll down on this screen.

Meeting rescheduled due to inclement weather.

Additional docket text

Debtor appeared
 Debtor absent from required meeting

Chapter 7 Cases

Case	Time	Location
09:00 AM		
<input type="checkbox"/> 10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
09:15 AM		
<input type="checkbox"/> 10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
01:00 PM		
<input type="checkbox"/> 10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office
01:10 PM		
<input type="checkbox"/> 10-10111 Henry J. Stillman and Ann L. Stillman	01:10 PM	Room 101 U.S. Trustee's Office
01:20 PM		
<input type="checkbox"/> 10-10115 Paul C. Henderson and Joyce K. Henderson	01:20 PM	Room 101 U.S. Trustee's Office
01:30 PM		
<input type="checkbox"/> 10-10114 Larry J. Chambers and Gloria H. Chambers	01:30 PM	Room 101 U.S. Trustee's Office
01:40 PM		

Slide 20
Slide notes:

Meeting rescheduled due to inclement weather.

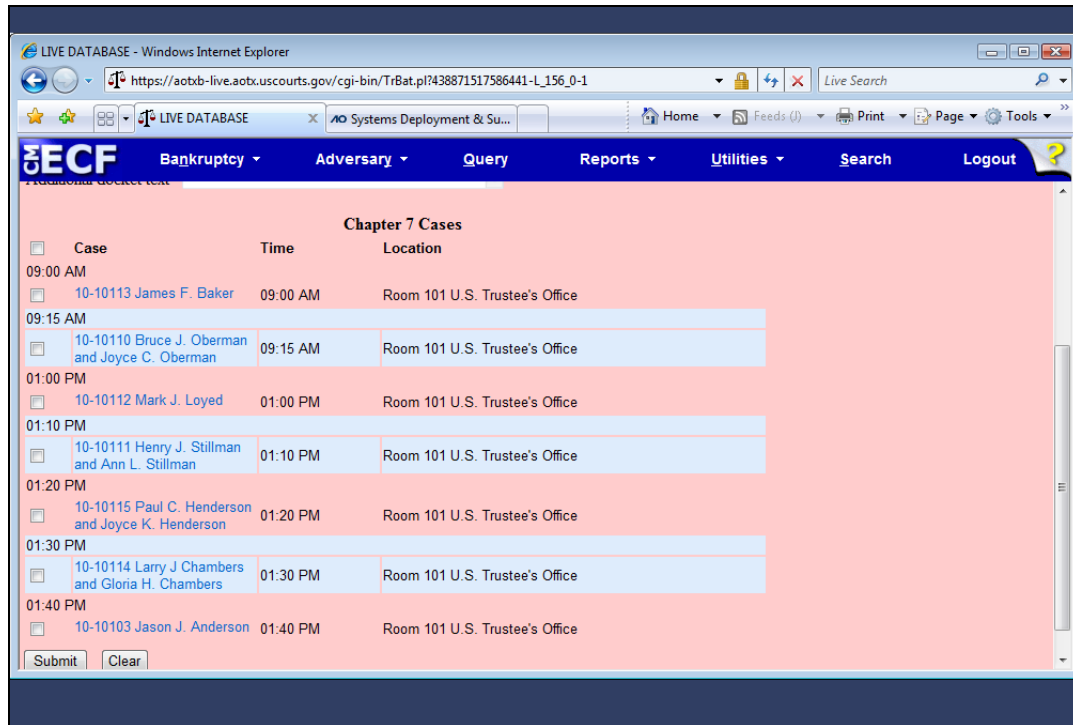
Debtor appeared
 Debtor absent from required meeting

Additional docket text

Chapter 7 Cases

Case	Time	Location
09:00 AM		
<input type="checkbox"/> 10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
09:15 AM		
<input type="checkbox"/> 10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
01:00 PM		
<input type="checkbox"/> 10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office
01:10 PM		
<input type="checkbox"/> 10-10111 Henry J. Stillman and Ann L. Stillman	01:10 PM	Room 101 U.S. Trustee's Office
01:20 PM		
<input type="checkbox"/> 10-10115 Paul C. Henderson and Joyce K. Henderson	01:20 PM	Room 101 U.S. Trustee's Office
01:30 PM		
<input type="checkbox"/> 10-10114 Larry J. Chambers and Gloria H. Chambers	01:30 PM	Room 101 U.S. Trustee's Office
01:40 PM		

Slide 21
Slide notes:



The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar displays the URL: https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?438871517586441-L_156_0-1. The browser's menu bar includes "Home", "Feeds", "Print", "Page", and "Tools". The page header features the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Chapter 7 Cases" and contains a table with the following data:

<input type="checkbox"/>	Case	Time	Location
09:00 AM			
<input type="checkbox"/>	10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
09:15 AM			
<input type="checkbox"/>	10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
01:00 PM			
<input type="checkbox"/>	10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office
01:10 PM			
<input type="checkbox"/>	10-10111 Henry J. Stillman and Ann L. Stillman	01:10 PM	Room 101 U.S. Trustee's Office
01:20 PM			
<input type="checkbox"/>	10-10115 Paul C. Henderson and Joyce K. Henderson	01:20 PM	Room 101 U.S. Trustee's Office
01:30 PM			
<input type="checkbox"/>	10-10114 Larry J. Chambers and Gloria H. Chambers	01:30 PM	Room 101 U.S. Trustee's Office
01:40 PM			
<input type="checkbox"/>	10-10103 Jason J. Anderson	01:40 PM	Room 101 U.S. Trustee's Office

At the bottom of the table, there are "Submit" and "Clear" buttons.

Slide 22

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

<input checked="" type="checkbox"/>	Case	Time	Location
	09:00 AM		
<input checked="" type="checkbox"/>	10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
	09:15 AM		
<input checked="" type="checkbox"/>	10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
	01:00 PM		
<input checked="" type="checkbox"/>	10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office
	01:10 PM		
<input checked="" type="checkbox"/>	10-10111 Henry J. Stillman and Ann L. Stillman	01:10 PM	Room 101 U.S. Trustee's Office
	01:20 PM		
<input checked="" type="checkbox"/>	10-10115 Paul C. Henderson and Joyce K. Henderson	01:20 PM	Room 101 U.S. Trustee's Office
	01:30 PM		
<input checked="" type="checkbox"/>	10-10114 Larry J Chambers and Gloria H. Chambers	01:30 PM	Room 101 U.S. Trustee's Office
	01:40 PM		
<input checked="" type="checkbox"/>	10-10103 Jason J. Anderson	01:40 PM	Room 101 U.S. Trustee's Office

Slide 23

Slide notes: ...and then click Submit.

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?438871517586441-L_156_0-1". The browser's menu bar includes "Home", "Feeds", "Print", "Page", and "Tools". The page header features the ECF logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Chapter 7 Cases" and contains a table with the following data:

<input checked="" type="checkbox"/>	Case	Time	Location
	09:00 AM		
<input checked="" type="checkbox"/>	10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
	09:15 AM		
<input checked="" type="checkbox"/>	10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
	01:00 PM		
<input checked="" type="checkbox"/>	10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office
	01:10 PM		
<input checked="" type="checkbox"/>	10-10111 Henry J. Stillman and Ann L. Stillman	01:10 PM	Room 101 U.S. Trustee's Office
	01:20 PM		
<input checked="" type="checkbox"/>	10-10115 Paul C. Henderson and Joyce K. Henderson	01:20 PM	Room 101 U.S. Trustee's Office
	01:30 PM		
<input checked="" type="checkbox"/>	10-10114 Larry J Chambers and Gloria H. Chambers	01:30 PM	Room 101 U.S. Trustee's Office
	01:40 PM		
<input checked="" type="checkbox"/>	10-10103 Jason J. Anderson	01:40 PM	Room 101 U.S. Trustee's Office

At the bottom of the table, there are "Submit" and "Clear" buttons.

Slide 24
Slide notes:

LIVE DATABASE - Windows Internet Explorer
https://aotxb-live.aotb.uscourts.gov/cgi-bin/TrBat.pl?102215205472261-L_156_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 Mayfair, Julian entered on 7/12/2010 at 1:37 PM CDT and filed on 7/12/2010

Case Name: James F. Baker
Case Number: [10-10113](#)
Document Number: 3

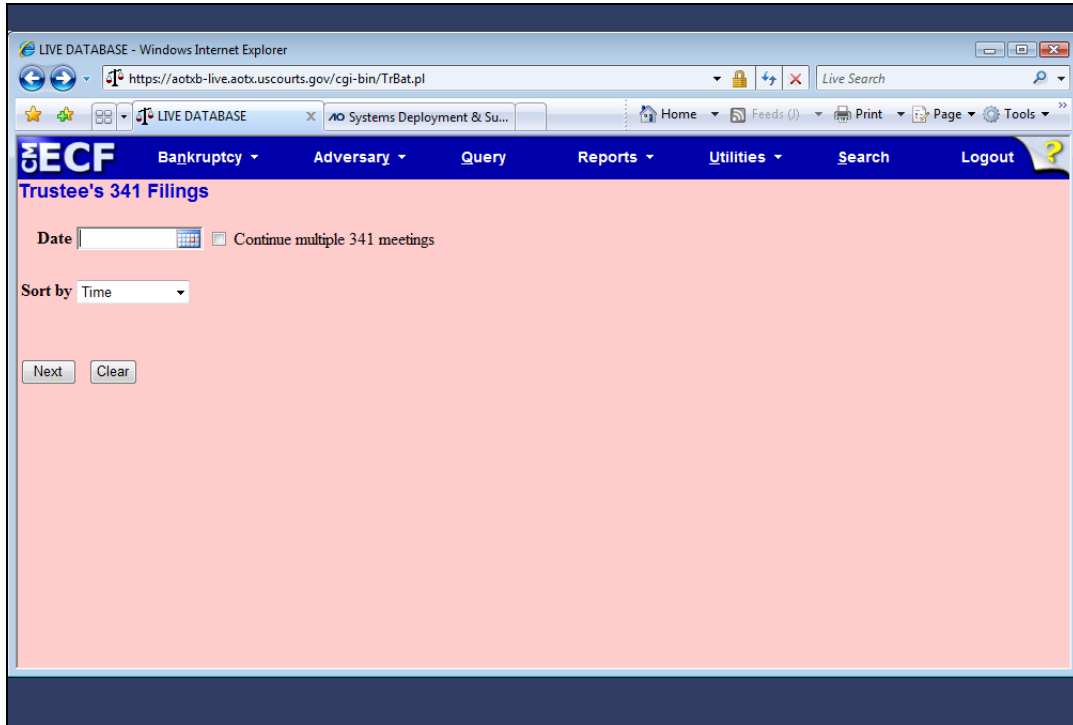
Docket Text:
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/14/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting rescheduled due to inclement weather. (Mayfair, Julian)

Case Name: Bruce J. Oberman and Joyce C. Oberman
Case Number: [10-10110](#)
Document Number: 3

Docket Text:
Continuance of Meeting of Creditors (Trustee's 341 Filings) on 7/14/2010 at 10:00 AM at Room 101 U.S. Trustee's Office Meeting rescheduled due to inclement weather. (Mayfair, Julian)

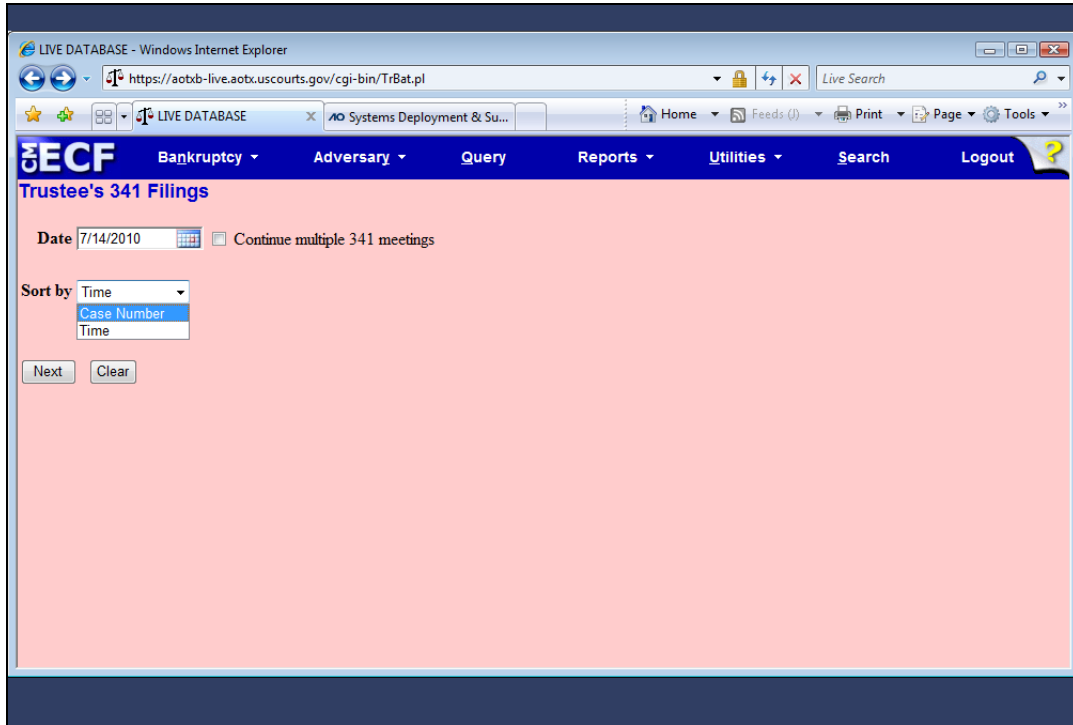
Slide 25

Slide notes: The Notice of Electronic Filing displays the new setting and identical text for all cases processed.



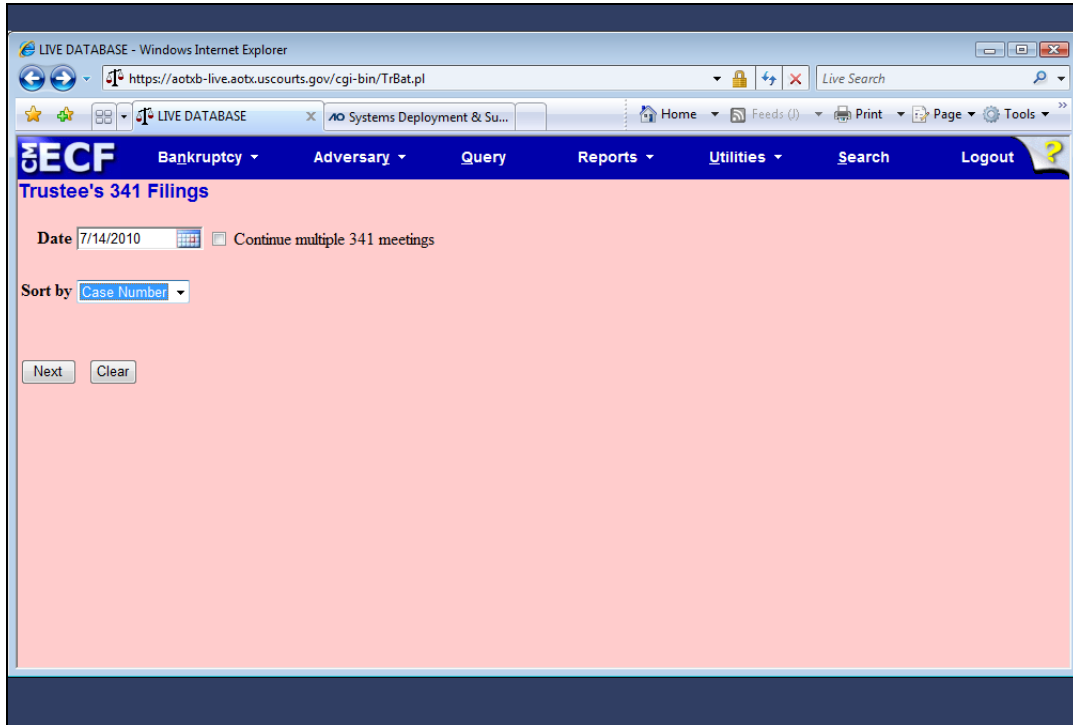
Sort by Case Number

Slide notes: You may also bypass the "Continue multiple 341 meetings" selection and go directly to the next screen to process 341 meetings on each case individually. As you know, the trustee will have access only to his or her own cases and a user must be logged in as the trustee of record for the targeted activity to appear. To demonstrate, I'll enter the date of the 341 meeting, click the Sort by drop down arrow...

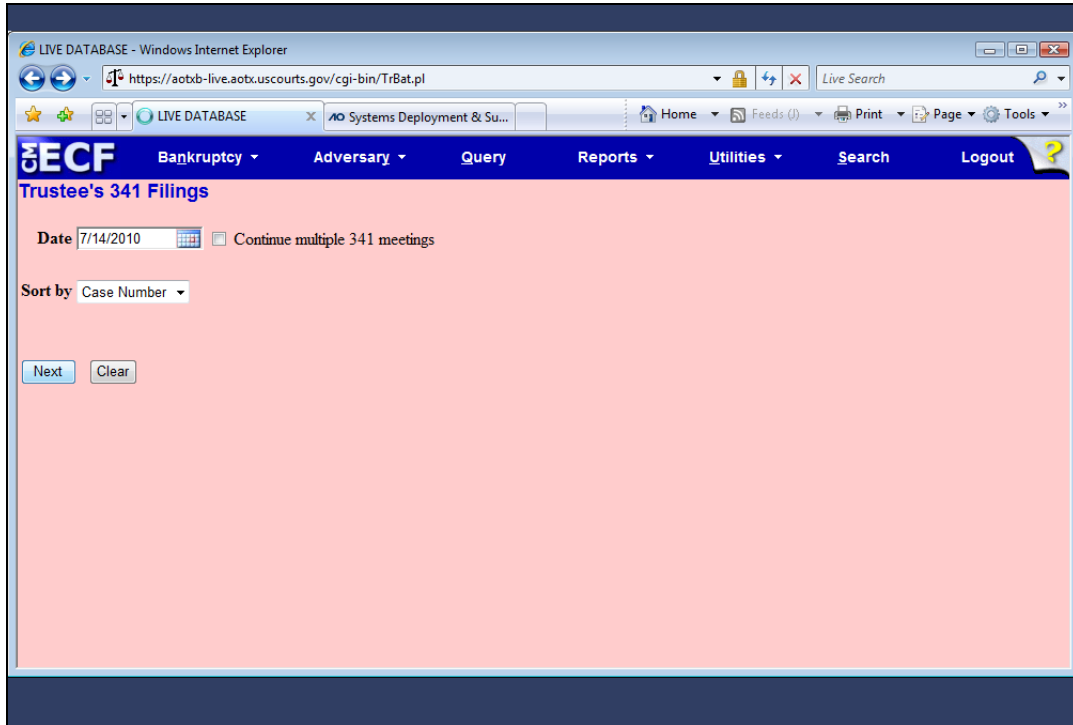


Slide 27

Slide notes: ...and select Case Number...



Slide 28
Slide notes: ...and click Next.



Slide 29

Slide notes:

U.S. Bankruptcy Court
SDDS
Trustee Julian Mayfair
7/14/2010

Chapter 7 Cases

Case Number	No Action	Report of No Distribution (NDR)				Meeting Held	Continue To
		No Funds	Dismiss / Convert No Funds	Dismiss / Convert Funds	Min Funds		
10-10103 Jason J. Anderson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10110 Bruce J. Oberman and Joyce C. Oberman	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10111 Henry J. Stillman and Ann L. Stillman	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10112 Mark J. Loyed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10113 James F. Baker	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10114 Larry J Chambers and Gloria H. Chambers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10-10115 Paul C. Henderson and Joyce K. Henderson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Clear

Slide 30

Slide notes: With this revised screen, the Meeting Held column may function differently in each court. For instance, you may be used to seeing Initial Report in this column. Your local court will give you guidance on this feature, if it has changed. Otherwise, this screen is essentially the one you're used to seeing. The additional docket text features are available within each selection on this screen. I'll show you the No Funds screen as an example.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

SDSD
Trustee Julian Mayfair
7/14/2010

Chapter 7 Cases

Case Number	No Action	Report of No Distribution (NDR)			Meeting Held	Continue To
		No Funds	Dismiss / Convert No Funds	Dismiss / Convert Funds		
10-10103 Jason J. Anderson	<input checked="" type="radio"/>					
		Real Property (6A) 89900.00	Personal Property (6B) 3161.00	Assets Exempt (6C) []		Assets Abandoned 93061.00
Claims Discharged		Secured Claims (6D) 112989.25	Unsecured Priority Claims (6E) 0.00	Unsecured Nonpriority Claims (6F) 51520.25		Claims Scheduled 112989.25

Additional docket text
[]

Debtor appeared
 Debtor absent from required meeting

Slide 31

Slide notes: For all options other than No Action, the new text window and check boxes for “Debtor appeared” and “Debtor absent from required meeting” appear. Entries may be made here for each individual case. Other than these enhancements, the functionality of this program has not changed.

Summary

You should now be able to:

- Continue multiple 341 meetings.
- Sort cases by time or case number.
- Add additional docket text to docket entries.
- Append standardized text to docket entries.

Summary

Slide notes: You should now be able to use the new features to make the Trustee 341 Filing process more efficient. Continuing meetings in batch is a great time saver. Sorting cases by time makes the calendar easier to use and styling docket text to show pertinent information for each case makes this utility more valuable for your court.