

Trustee § 341 Meeting Filings (for Trustees)

This procedure was developed to expedite the processing of § 341 Meetings between the court and the U.S. Trustee's office. The feature enables the trustee's office to enter the outcome of debtor appearances and have the event entered automatically and immediately to each case record.

This feature offers these benefits:

- More timely entries
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Less chance of error
- Reduction of paperwork
- Automatic entry to the docket
- Termination or continuation of the calendar setting
- Notice of electronic filing certifying the entry

The process is illustrated below and designed to be executed by the trustee. The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1).



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen is presented. The trustee should select Trustee's 341 Filings. (See Figure 2.)



Figure 2

STEP 3 The **§ 341 MEETING DATE** screen is presented. (See Figure 3.)

The screenshot shows the ECF interface for "Trustee's 341 Filings". At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Trustee's 341 Filings". There is a "Date:" label followed by a text input field containing "8/4/2000" and a "Calendar" button. Below the input field, there are two buttons: "Next" and "Clear".

Figure 3

- Enter the date of the § 341 Meetings to be processed.
- Click **[Next]**.

STEP 4 The **§ 341 MEETING PROCESSING** screen displays a list of debtors whose appearances had been scheduled for that day for that trustee. (See Figure 4.)

Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
00-10002 ABC Corporation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
00-10029 Sam Redwood	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
00-10122 Dale A. Daniels	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
99-50201 Keith Holloway and Latasha Holloway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8/10/2000	9:00	AM

Submit Clear

Figure 4

- There are 4 radio button choices for each case. Each of these columns represents an event in the court's event listing. The default is Report of No Distribution. The selections are:
 - No Action - This case will appear on this list again if this option is checked. No processing will be done to this case.
 - Trustee's Report of No Distribution - This refers to any case where the trustee has confirmed there are no assets. The court's entry for No Assets will be docketed to the case and the § 341 meeting setting will be satisfied.
 - Trustee's Initial Report - This refers to cases that have already been determined to have assets or that the trustee is still determining their status. The court's customary entry for this report will be docketed to the case and this § 341 meeting date will be satisfied.

- § 341 Meeting Continued - This is an opportunity for the user to reset the meeting date and time. When this option is selected, the previous meeting will be satisfied and a new date for the continued meeting will appear on the calendar and be docketed to the case.
- The final docket text cannot be annotated and will appear as standard text produced from each event.
- Click **[Submit]**.

STEP 5 Only one Trustee's **NOTICE OF ELECTRONIC FILING** will be produced recording all the activity of every case in this process. Docket text will vary according to the event that was docketed.