


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...



LIVE DATABASE - Windows Internet Explorer
https://aotxb-live.aotx.uscourts.gov/cgi-bin/login.pl?
LIVE DATABASE

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

- Answer/Response
- Appeal
- Batch Filings
- Claim Actions
- Motions/Applications
- Multi-Case Docketing
- Notices
- Open BK Case
- Other
- Plan
- Trustee/US Trustee
- Trustee's 341 Filings
- File Claims
- File a Transcript
- Creditor Maintenance
- Order Upload

**U.S. Bankruptcy Court
SDSD
Official Court Electronic Document Filing System**

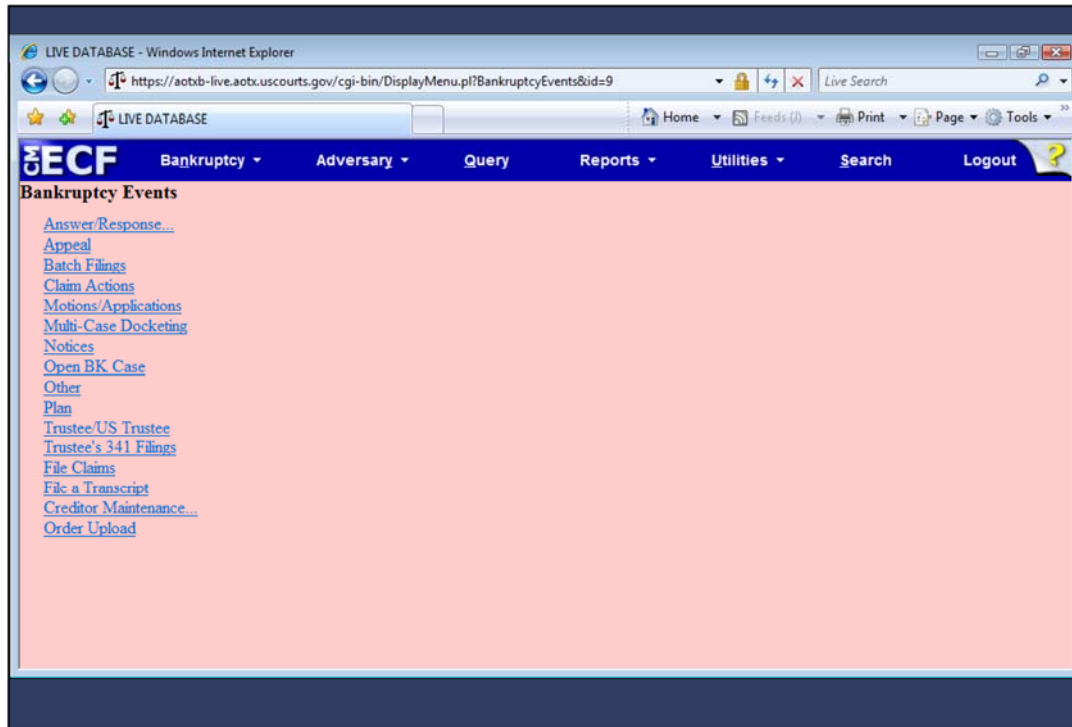
RC9 installed 6/30/10

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

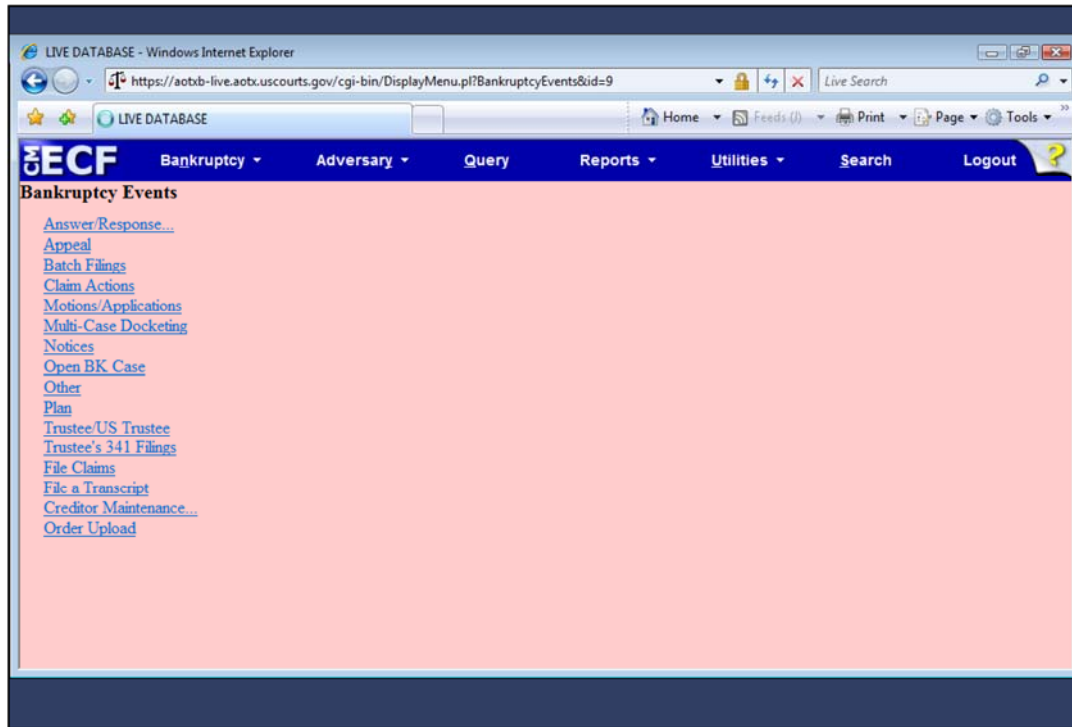
Slide 4

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

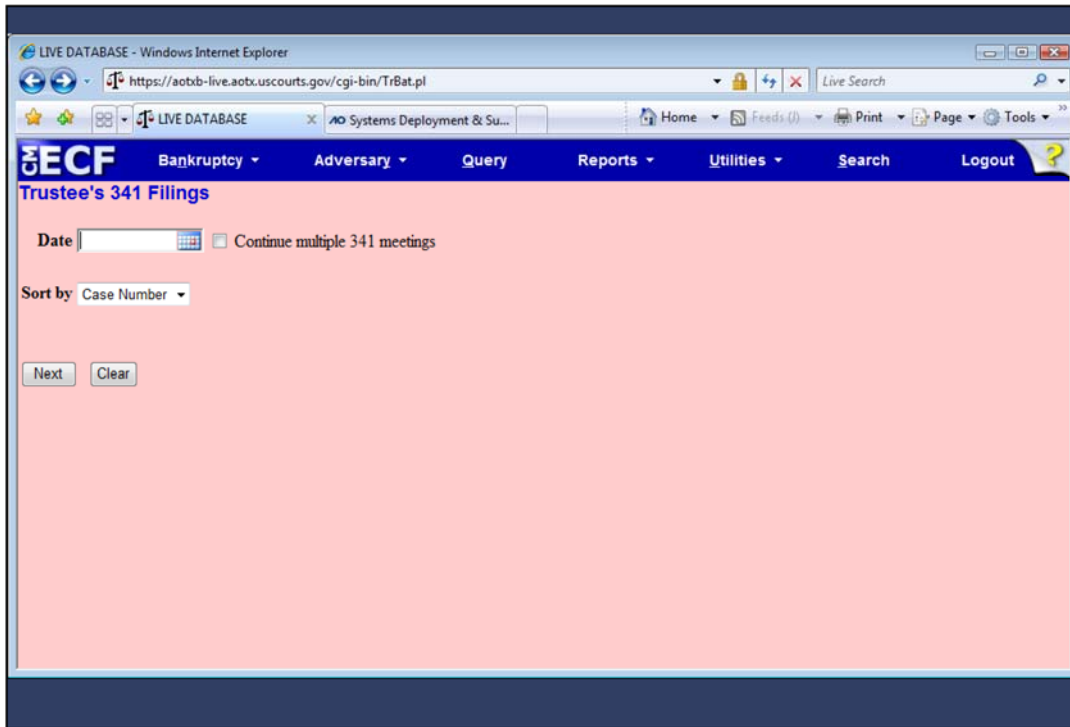


Slide 5

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



Slide 6
Slide notes:

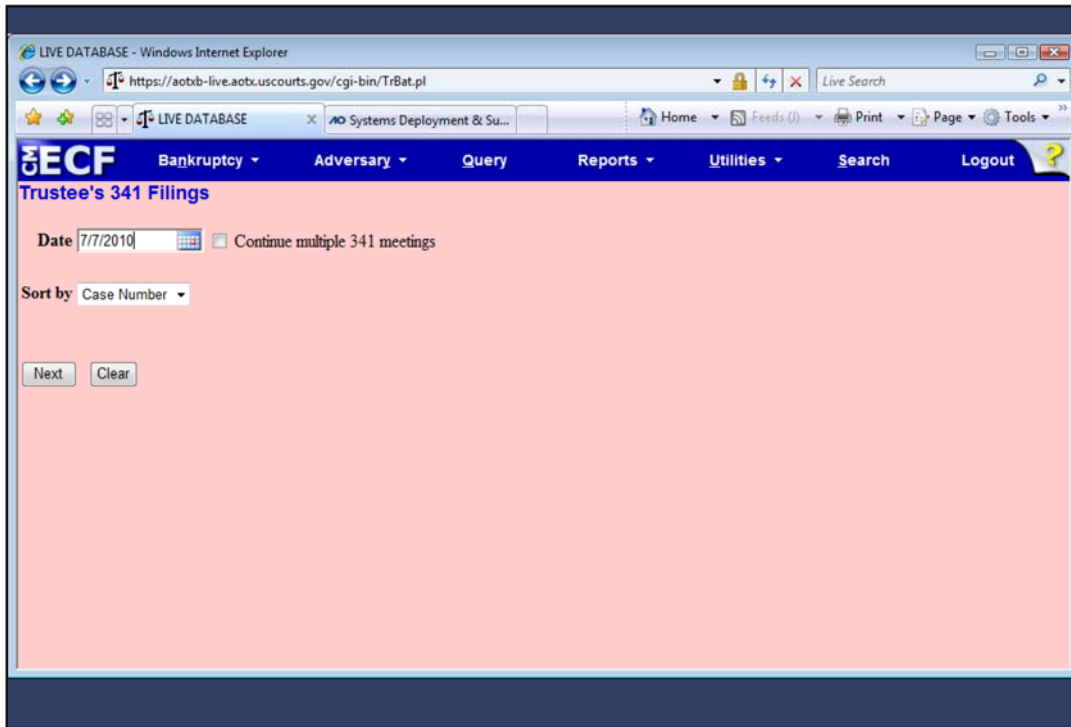


Sort by Date

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 icon...

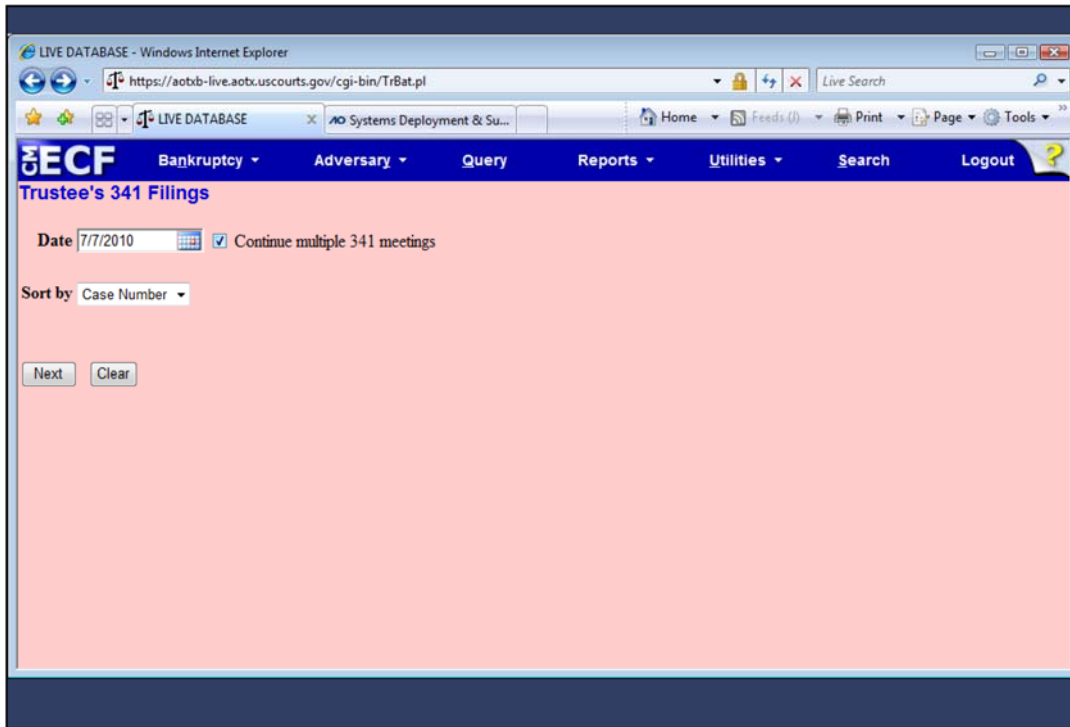
The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar contains the URL "https://aotxb-live.aotx.uscourts.gov/cgi-bin/TrBat.pl". The page header features the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, 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. A calendar for July 2010 is shown, with the 7th, 12th, and 17th highlighted. Below the calendar are "Next" and "Clear" buttons. The "Sort by" dropdown is set to "Case Number".

Slide 8
Slide notes:



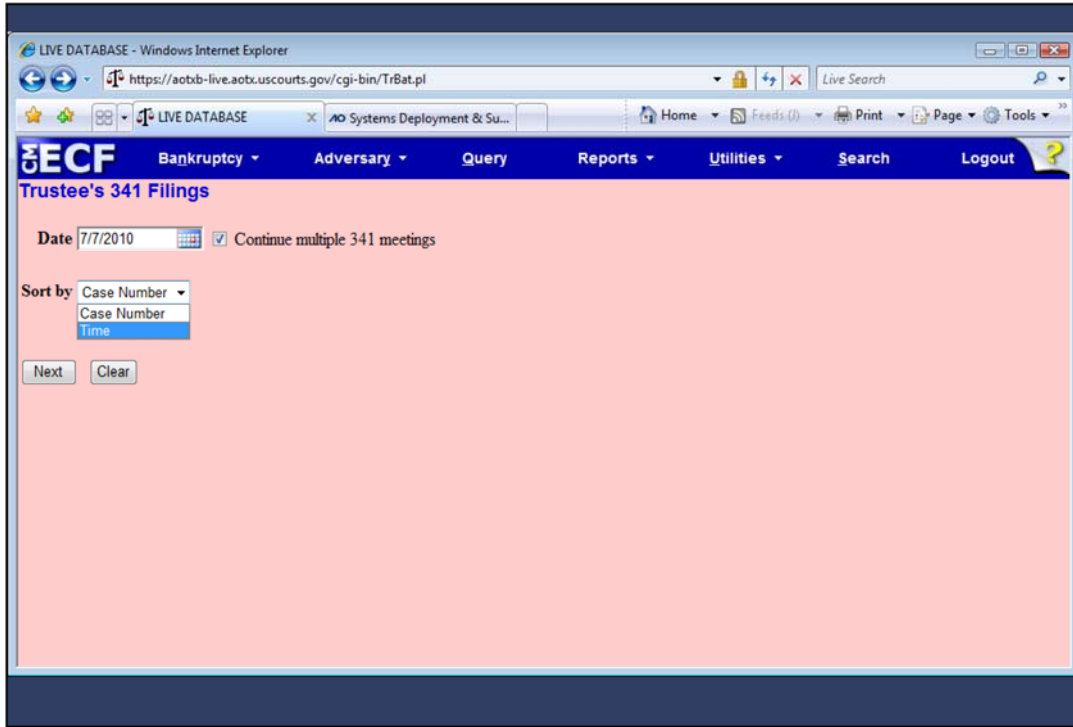
Continue 341 Meetings

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

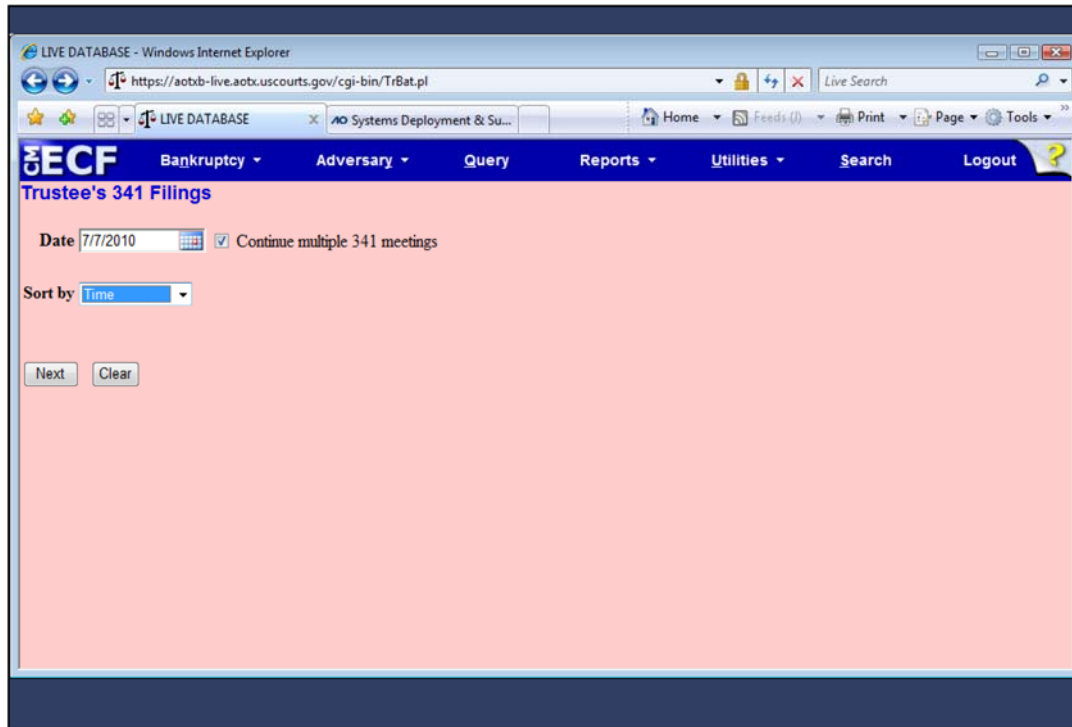


Sort by Time

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.

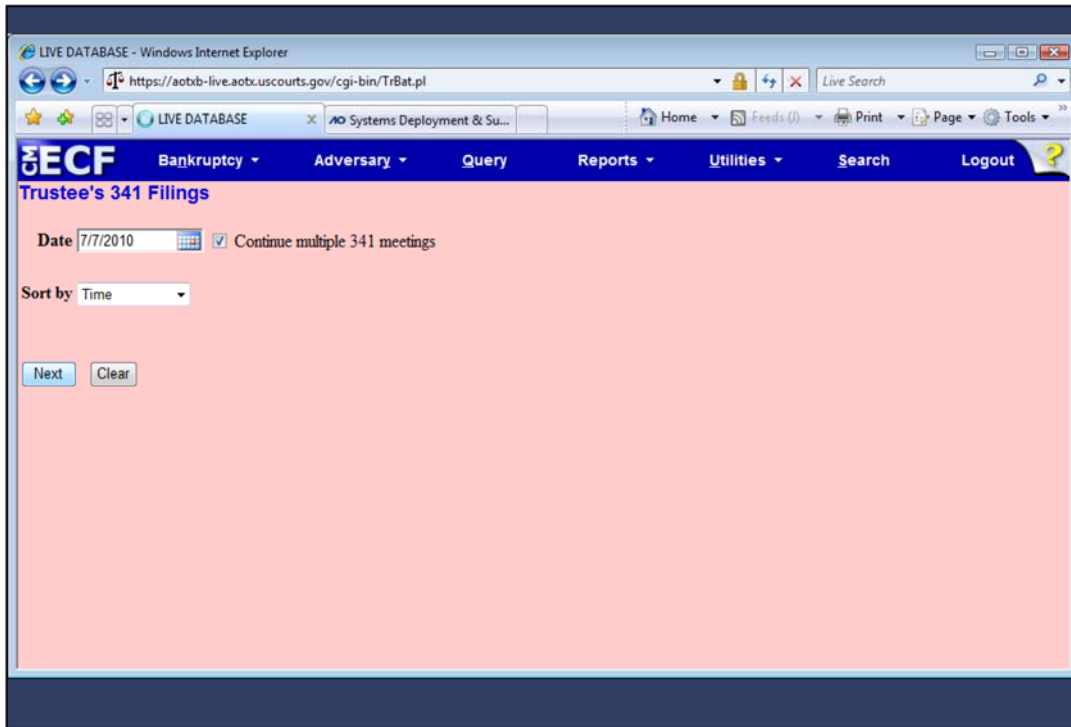


Slide 11
Slide notes:



Slide 12

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



Slide 13
Slide notes:

LIVE DATABASE - Windows Internet Explorer
https://aotxb-live.aotx.uscourts.gov/cgi-bin/TrBat.pl?438871517586441-L_156_0-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court
SDSD
Trustee Julian Mayfair
7/7/2010

Continue:
Date Time
Location
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
01:45 PM		

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.

U.S. Bankruptcy Court
SDSL
Trustee Julian Mayfair
7/7/2010

Continue:
Date: 7/14/2010 Time: 10:00 AM
Location: [dropdown]
Additional docket text: [text box]

Case	Time	Location
10-10113 James F. Baker	09:00 AM	
10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office

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.

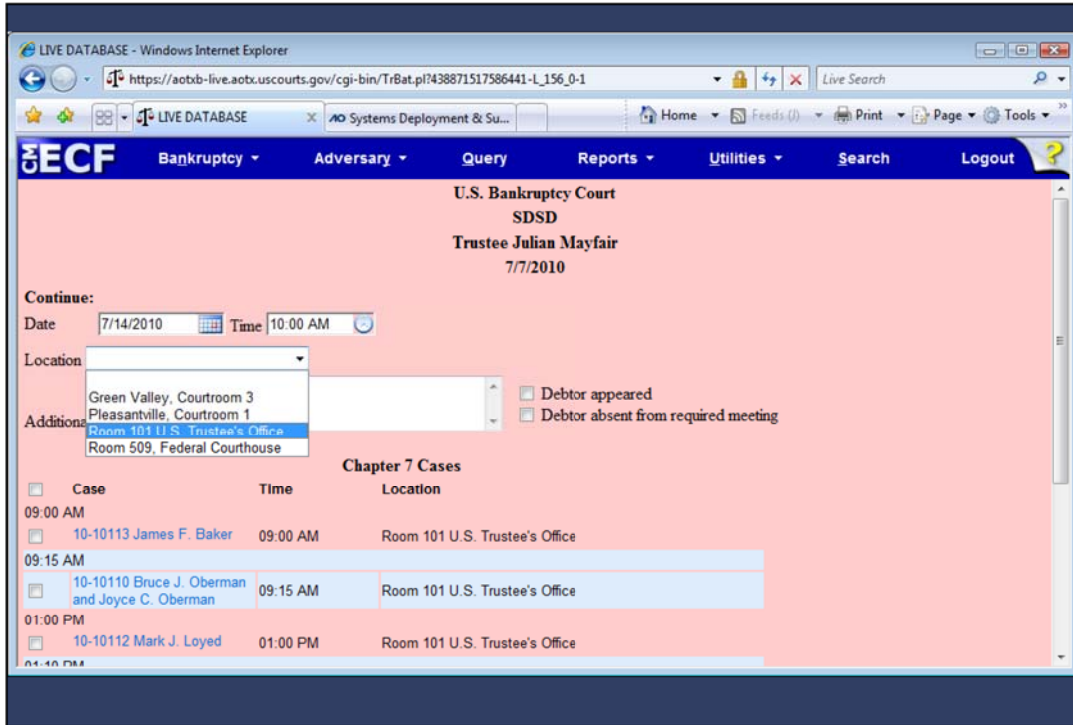
U.S. Bankruptcy Court
SDDS
Trustee Julian Mayfair
7/7/2010

Continue:
Date: 7/14/2010 Time: 10:00 AM
Location: [Drop-down menu]
Additional docket text: [Text area]
 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
01:45 PM		

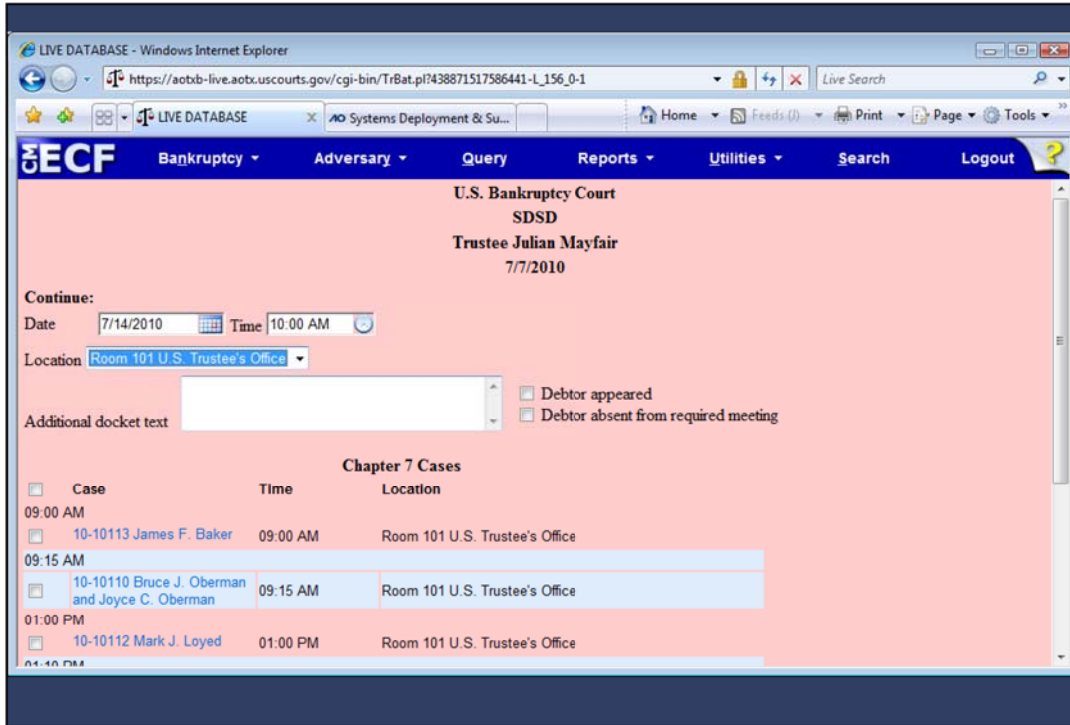
Slide 16

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 ...

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

Continue:
Date: 7/14/2010 Time: 10:00 AM
Location: Room 101 U.S. Trustee's Office

Additional docket text: Debtor appeared
 Debtor absent from required meeting

Case	Time	Location
10-10113 James F. Baker	09:00 AM	Room 101 U.S. Trustee's Office
10-10110 Bruce J. Oberman and Joyce C. Oberman	09:15 AM	Room 101 U.S. Trustee's Office
10-10112 Mark J. Loyed	01:00 PM	Room 101 U.S. Trustee's Office

Slide 19

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

The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar contains the URL "https://aotxb-live.aotx.uscourts.gov/cgi-bin/TrBat.pl?438871517586441-L_156_0-1". The browser has several tabs open, including "LIVE DATABASE" and "Systems Deployment & Su...". The page features a blue navigation bar with the "ECF" logo and menu items: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Below the navigation bar, there is a section for "Additional docket text" with a text area containing "Meeting rescheduled due to inclement weather." and two checkboxes: "Debtor appeared" and "Debtor absent from required meeting".

The main content area is titled "Chapter 7 Cases" and contains a table with the following columns: "Case", "Time", and "Location". The table lists several cases with their respective times and locations.

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

Slide 20
Slide notes:

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

Slide 21

Slide notes:

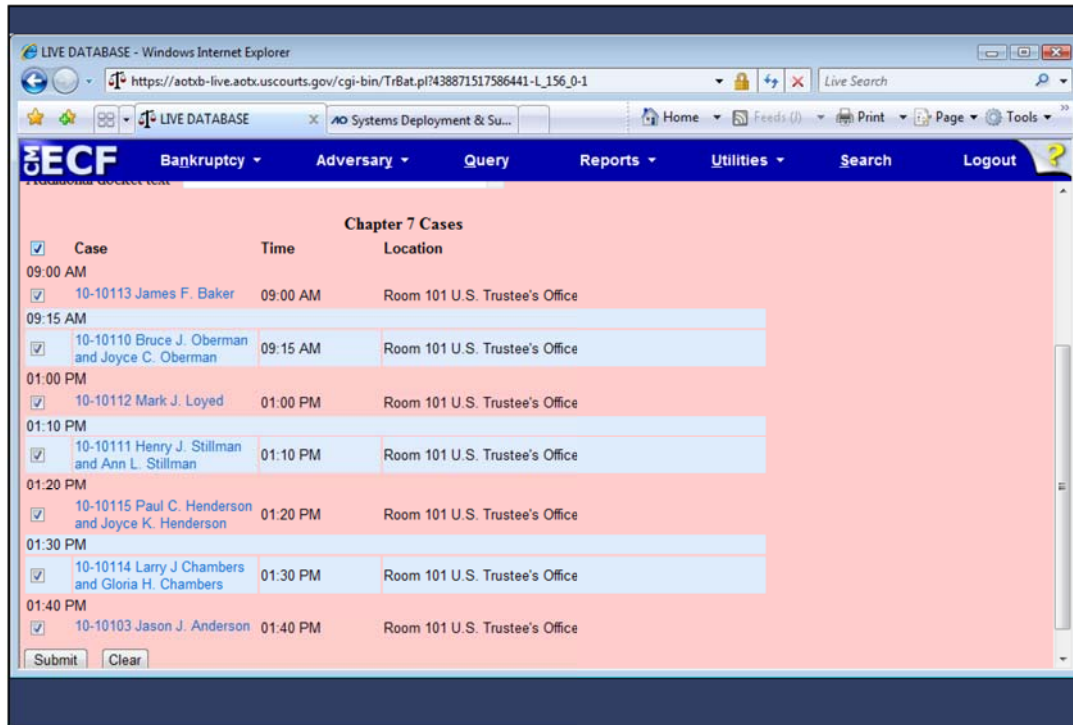
The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar contains the URL "https://aotxb-live.aotx.uscourts.gov/cgi-bin/TrBat.pl?438871517586441-L_156_0-1". The browser has several tabs open, including "LIVE DATABASE" and "Systems Deployment & Su...". 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 "Chapter 7 Cases" and contains a table with the following data:

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



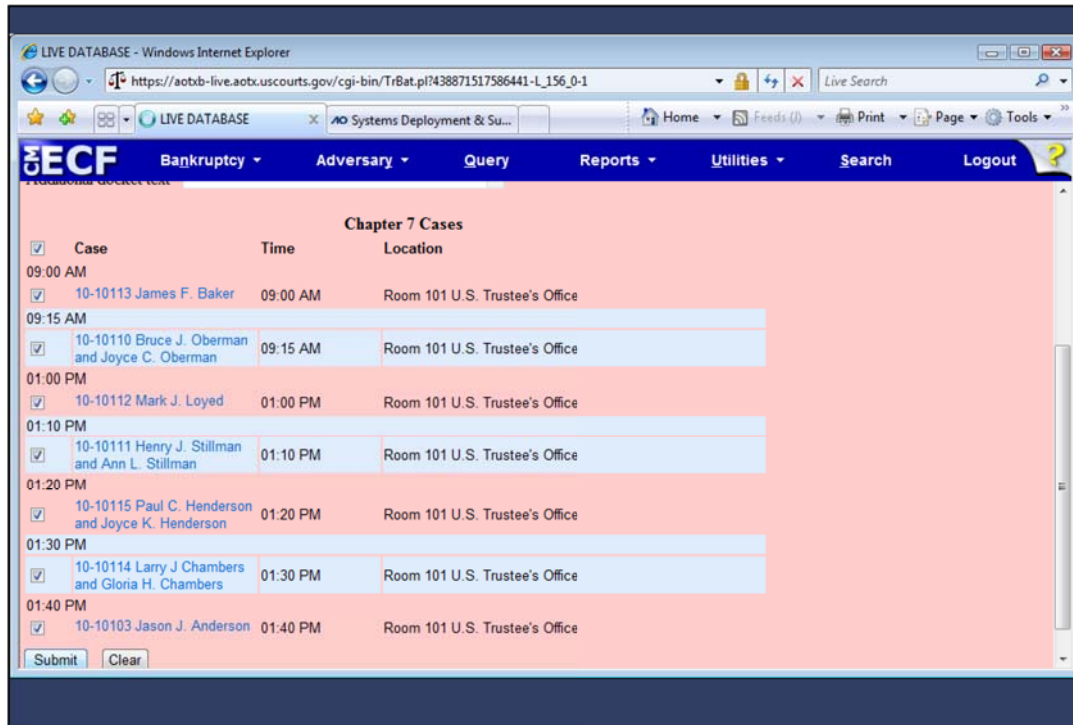
The screenshot shows a web browser window displaying a table of Chapter 7 cases. The table has three columns: Case, Time, and Location. Each row represents a case with a checkmark in the Case column. The cases listed are:

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

Slide 23

Slide notes: ...and then click Submit.

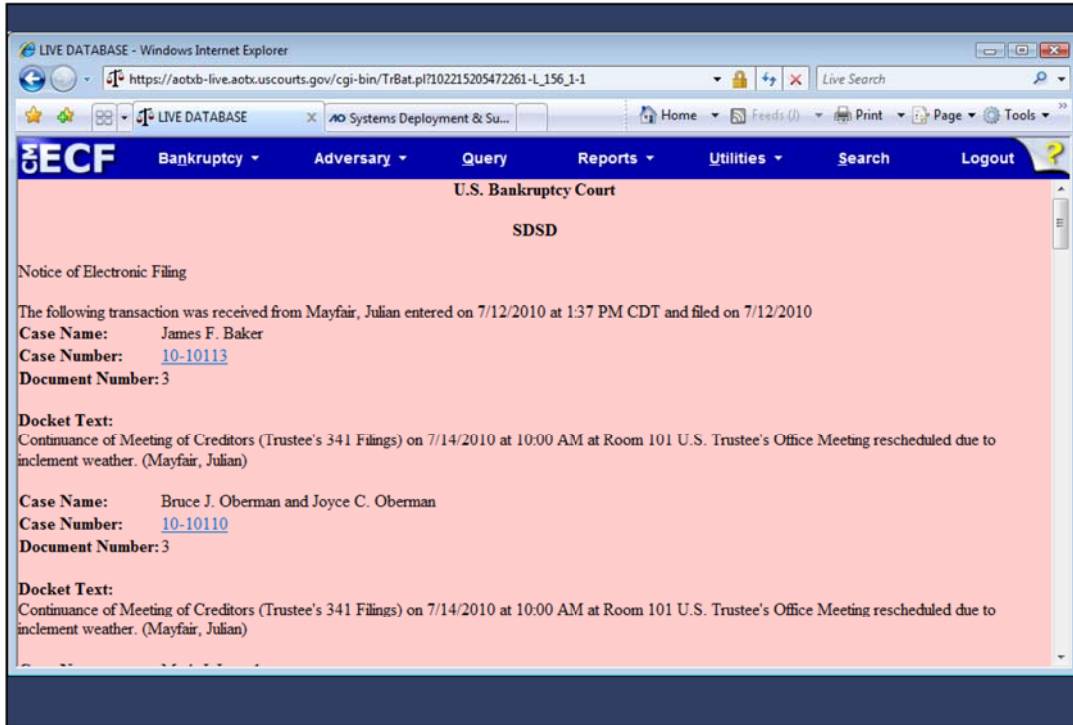


The screenshot shows a web browser window titled "LIVE DATABASE - Windows Internet Explorer". The address bar contains the URL "https://aotxb-live.aotx.uscourts.gov/cgi-bin/TrBat.pl?438871517586441-L_156_0-1". The browser has several tabs open, including "LIVE DATABASE" and "Systems Deployment & Su...". The page content is a table titled "Chapter 7 Cases" with columns for "Case", "Time", and "Location". The table lists several cases with their respective times and locations, all at Room 101 U.S. Trustee's Office. The cases are listed in chronological order from 09:00 AM to 01:40 PM. Each row has a checkbox in the "Case" column, which is checked for all entries. At the bottom of the table, there are "Submit" and "Clear" buttons.

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

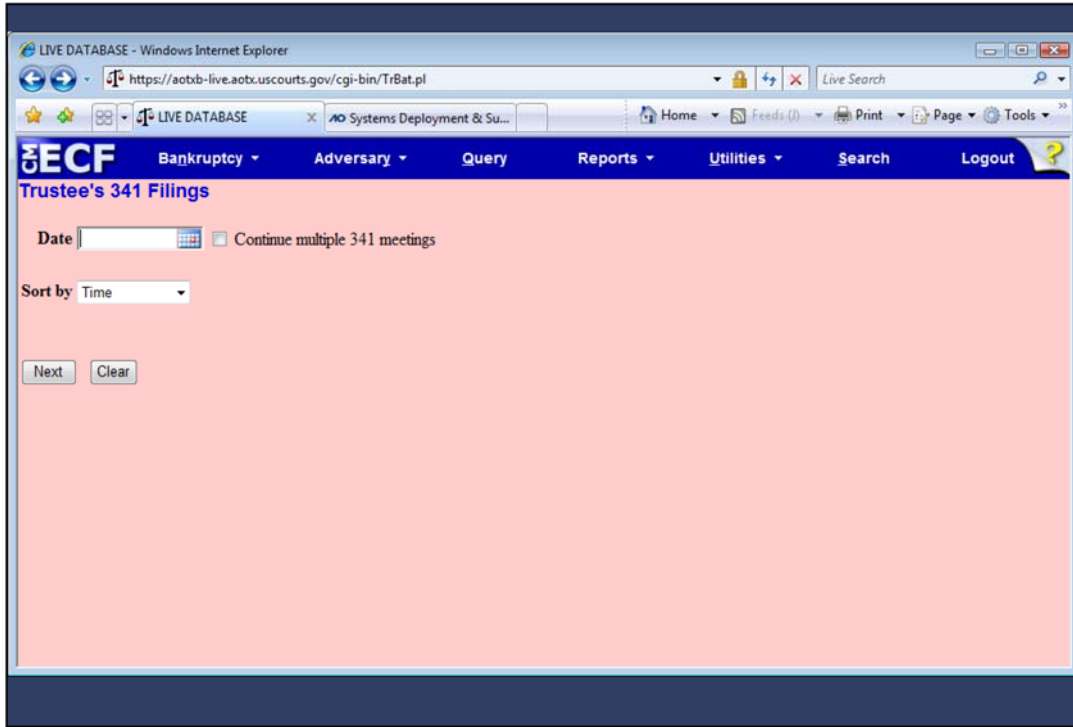
Slide 24

Slide notes:



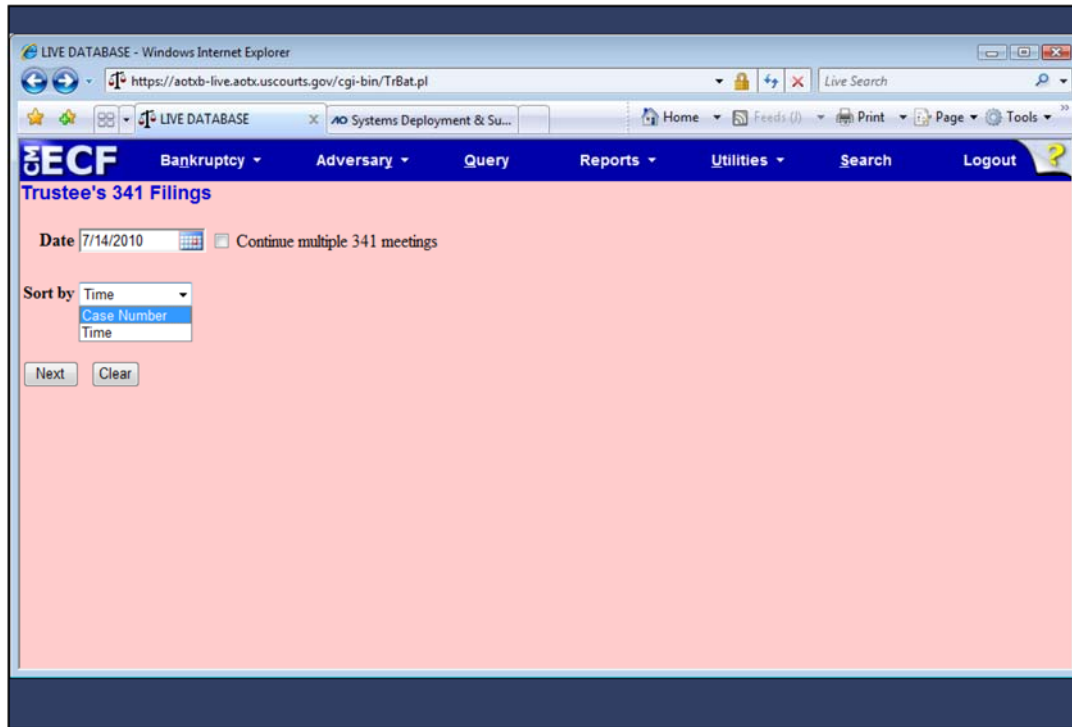
Slide 25

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



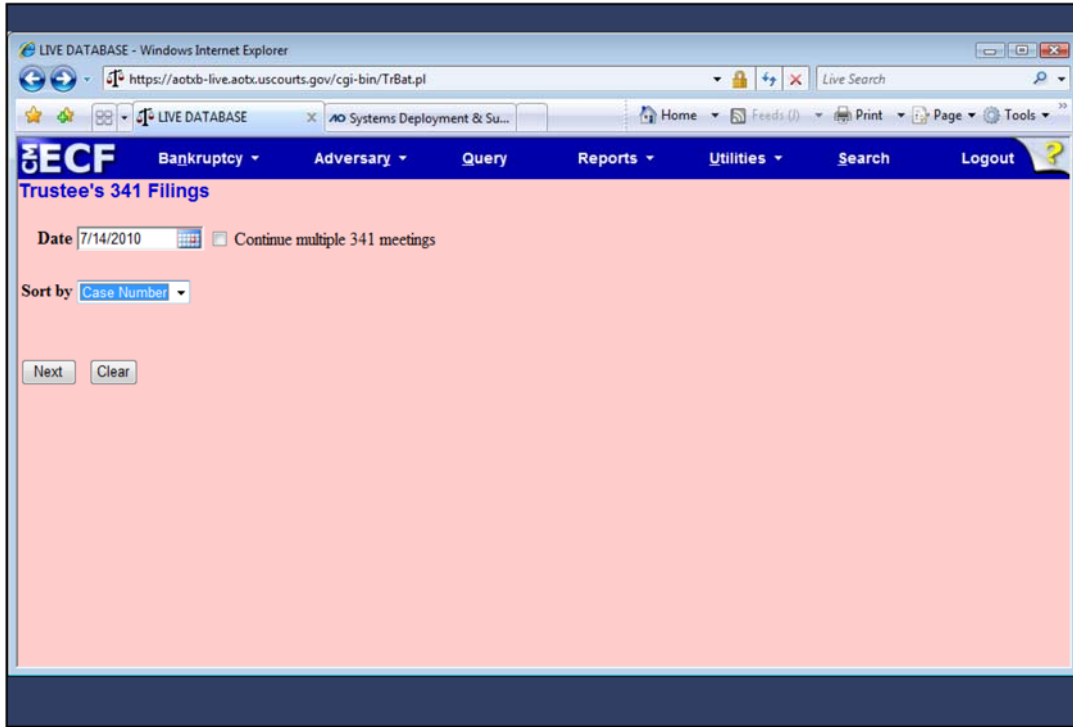
Sort by Case Number

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...

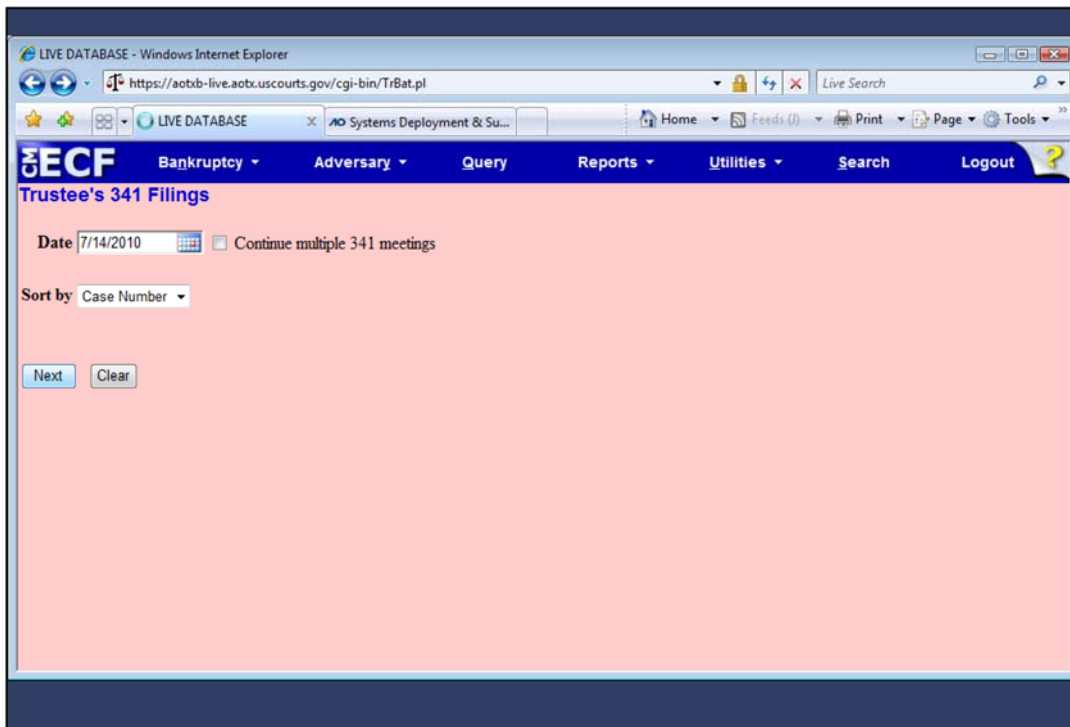


Slide 27

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 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 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 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 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 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 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 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	Min Funds				
10-10103 Jason J. Anderson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Real Property (6A)	89900.00	Personal Property (6B)	3161.00	Assets Exempt (6C)		Assets Abandoned (6C)	93061.00	
Claims Discharged	112909.25	Secured Claims (6D)	61469.00	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.