Chapter 13 Trustee §341 Meeting Process

This procedure was developed to expedite the processing of §341 Meetings between the court and the Chapter 13 Trustee. This feature enables the Trustee to enter the outcome of debtor appearances and have the event immediately recorded to each case record.

This feature offers these benefits:

- More timely entries
- Ease of entry
- Automatic entry to the docket
- Notice of electronic filing certifying the entry

Chapter 13 Trustee's 341 Filings Screen

The process is illustrated below and designed to be executed by the trustee. The user must be logged in as the trustee of record for the targeted activity to appear.

❖ The trustee will select one option for each case. *Meeting Held* is the default button.

❖ The four columns are outlined in **Figure 1**.

- No Action
- Meeting Not Held
- **Meeting Held (Default button)**
- Continue To

Case Number	No Action	Meeting Not Held	Meeting Held	Continue To
13-30036 Arlene M. Green	○	○	◉	○
13-30037 Old Red	○	○	◉	○
13-30038 Chris Black	○	○	◉	○
13-30039 Floyd Purple	○	○	◉	○
13-30040 Bright Yellow	○	○	◉	○
13-30041 Bessie Lucille Brown	○	○	◉	○

Figure 1

❖   **No Action** - No processing will be done to the case.

❖   **Meeting Not Held** - By checking this radio button the court's entry
        of *"Meeting of Creditors Not Held Due To Debtor(s) No Show"*
        will be docketed to the case. However, the §341 meeting will **NOT**
        be satisfied. The Clerks office will set a fourteen day deadline for
        the debtor to file a motion to dismiss, convert, excuse, or continue
        said hearing.
        IMPORTANT NOTE* Joint filing and only one debtor appears
        OR additional text is needed in no show docket event.
        The Trustee is instructed to manually docket the event "Meeting of
        Creditors Not Held - All Chapters". This event is found from the
        ECF menu "Bankruptcy", "Trustee/US Trustee", then select from
        the pick list "Meeting of Creditors Not Held - All Chapters". This
        event allows the trustee to indicate that only one debtor appeared
        or to add additional text to the event such as "debtor plans to
        convert", etc.

❖   **Meeting Held (Default Button)** - By checking this radio button the
        court's entry of *"Meeting of Creditors Held. Trustee to tender*
        Order of Confirmation" will be docketed to the case and the
        §341 meeting will be satisfied.

❖   **Continue To -** By checking this radio button the user will have the
        ability to adjourn/continue the §341 meeting. Enter the "Date",
        "Time" and "Location" in the fields provided on the screen. **No**
        "Additional docket text" is needed. **See Figure 2.** The court's entry
        of *"Adjourned Meeting of Creditors by Trustee. The*
        Adjourned Meeting of Creditors will be held on Date at Time
        at Location" will be docketed to the case.

Figure 2