

## Trustee’s 341 Meeting Filings

In ECF, the First Meeting Held and Report of No Distribution, Initial Report (potential asset case) and Continuation of the 341 Meeting are text-only entries. There are no minute sheets to attach to the entry. The following steps demonstrate the use of the **Trustee 341 Filings** module.

**STEP 1** Click **Bankruptcy** on the ECF Main Menu Bar. (See Figure 1)

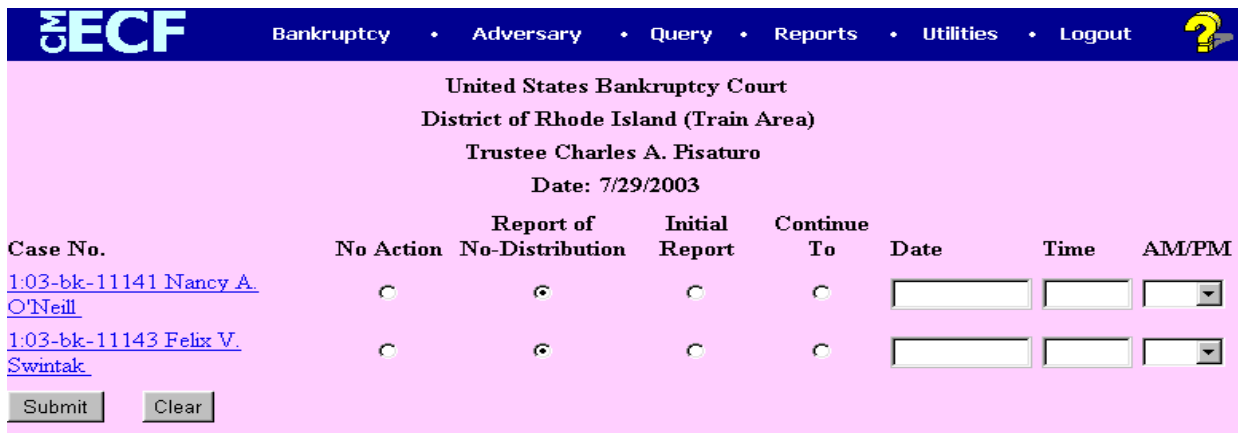


**STEP 2** Click the **Trustee’s 341 Filings** hyperlink.

**STEP 3** The **341 Meeting Date** screen displays.

- Enter the date in mm/dd/yy format, or click the calendar button to select the month and date; click the [Next] button.

**STEP 4** The **341 Meeting Calendar** displays. (See Figure 2)



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- The Case No. column lists all the cases scheduled for a 341 Meeting on that day. Click on the case name and number to view the docket sheet.
  
  - Select **No Action** if one joint debtor or debtor(s) fail to appear, and you intend to file a Motion to Dismiss. No entry will be made on the docket.
  
  - **NOTE:** If only one of the joint debtors appear, trustee must docket First Meeting Held - One Debtor Only event located under **Trustee/US Trustee** hyperlink.
  
  - **NOTE:** If the debtor(s) do not appear, trustee must docket First Meeting Not Held - Trustee Follow Up Due event located under **Trustee/US Trustee** hyperlink.
  
  - The Report of No Distribution** is the default setting. A text only entry will be entered on the docket unless another selection is made. This selection also concludes the 341 Meeting and terminates the associated deadline.
  
  - Select **Initial Report** if the case appears be an Asset Case. A text only entry will appear on the docket: Trustee's Initial Report re: Possible Assets & First Meeting Held.
  
  - **NOTE:** If Trustee later ultimately determines the case to be No Asset, s/he cannot use the **Trustee's 341 Filings** hyperlink to docket the Report of No Distribution. Trustee must docket the No Asset Report event located under the **Trustee/US Trustee** hyperlink.
  
  - Select the **Continue To** option to continue the meeting to another date.
  
  - **NOTE:** When continuing a 341 Meeting, Trustee must insert the time as 01:00 or 08:00 rather than 1:00 or 8:00 - the system will not automatically insert a "zero". Failure to follow this format will cause the calendar events report to display continued cases under a separate time setting that appear in different sections of the report.
  
  - After making selections, review minute entries for accuracy.
  
  - If an error is discovered, click on the correct button, or if applicable, enter a different continuance date. Use the [Clear] button to return to the default setting for all cases.

- Once the information is correct, click the [Submit] button.

**STEP 5** The **NOTICE OF ELECTRONIC FILING** screen displays.

- The Notice of Electronic Filing is the verification that the text only entry has been sent electronically to the court's database for each of the cases.
- To print a copy of this Notice, click the browser [Print] icon.
- To save a copy of this receipt, click [File] on the browser menu bar and select Save Frame As (Netscape) or Save As (Internet Explorer).