

Viewing 341 Calendars

- (1) Log in to the electronic filing system using your electronic filing login name and password, not your PACER login name and password.
- (2) Select **Reports** from the CM/ECF menu.
- (3) Select the **Calendar Events** report.
- (4) Make the desired selections on the Calendar Events screen:
 - Case number (optional) - Enter a case number to view 341 information for a particular case
 - Office - Select the desired office (to select multiple offices, hold down the <Ctrl> key when clicking)
 - Calendar events - Select **341 Meeting**
 - Set - Enter beginning and ending 341 dates for the report (optionally, select either AM, PM, or both)
 - Time (optional) - Enter a time to view 341 meetings set only at that time
 - Sort by - Choose to sort the report either by time or by office and then time
- (5) Click the **Run Report** button.