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# CHAPTER 13 NOTICING

- FIRST MEETING NOTICES •  
New Cases and Conversions
- NOTICE OF DEFAULT •
- FINAL REPORT AND ACCOUNT •



The CM EVENTS and INSTRUCTIONS

June 10, 2008

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## Chapter 13 Noticing

The docket events that you select will vary based on whether or not the debtor has filed a Chapter 13 plan. Before you begin docketing:

- ◆ Query the case in PACER to determine if a plan was filed with the court.
- ◆ If a plan was filed, make sure you have a PDF version of it ready to upload to the court.

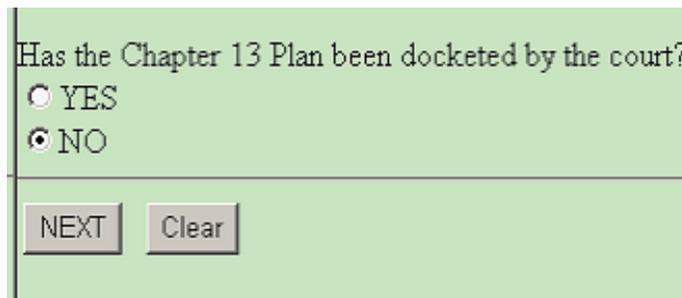
### Accessing the CM system:

1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes (each person who will docket has a separate login). Leave the field for client code blank.
4. Click on the **Docketing** tab in the blue bar at the top of the screen, then click on [First Meeting Notice Events](#).
5. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
6. The following selections will appear:

First Meeting Notice Events	
<a href="#">08-20027 Suzanne Irene Taylor</a>	
Type: bk	Chapter: 13 v
Judge: D	Assets: y
BNC Service of Chapter 13 Plan	
Chapter 13 First Meeting Notice **	
Chapter 13 First Meeting Notice - Amended **	
Converted - Chapter 13 First Meeting Notice **	
Converted - Chapter 13 First Meeting Notice - Amended **	

### Sending the §341 notice -- No plan filed:

1. Select **Chapter 13 First Meeting Notice** \*\* from the list of events.
2. At the next screen regarding the plan, click the radio button for NO.



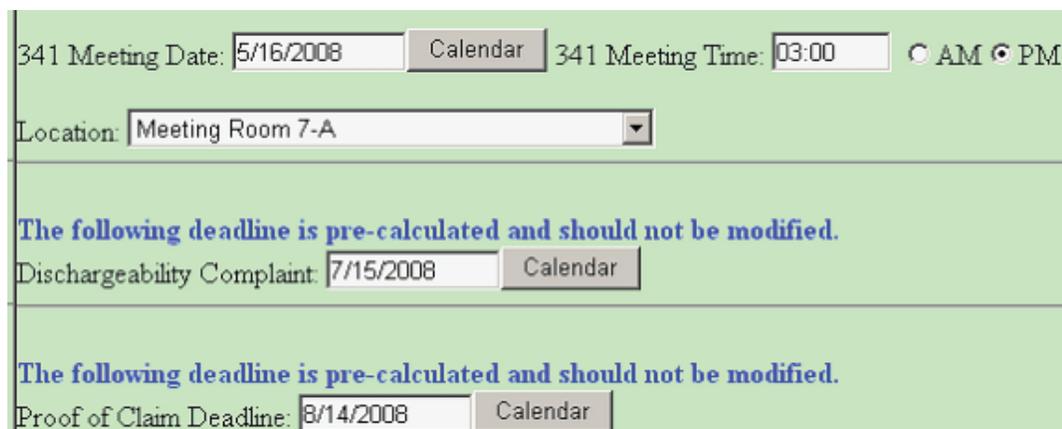
Has the Chapter 13 Plan been docketed by the court?

YES

NO

NEXT Clear

3. On the scheduling screen you will enter the date and time and select the location for the §341 meeting.



341 Meeting Date: 5/16/2008 Calendar 341 Meeting Time: 03:00 AM PM

Location: Meeting Room 7-A

**The following deadline is pre-calculated and should not be modified.**

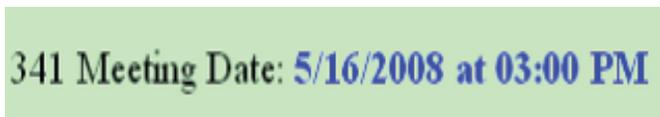
Dischargeability Complaint: 7/15/2008 Calendar

**The following deadline is pre-calculated and should not be modified.**

Proof of Claim Deadline: 8/14/2008 Calendar

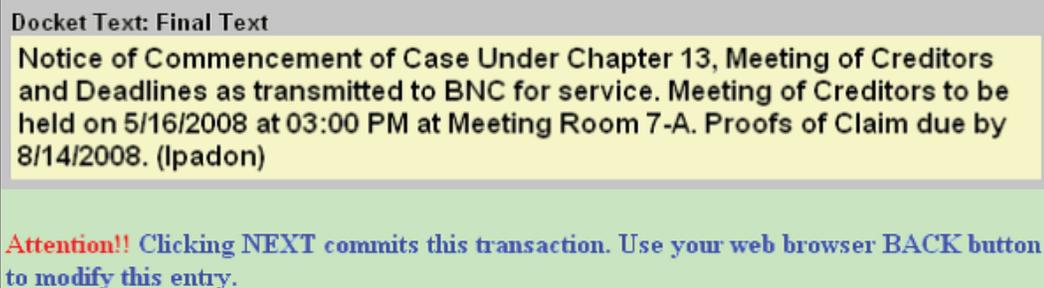
You will notice that once you have entered the §341 meeting date that the dischargeability and proof of claim deadlines fill in for you. The system calculates these based on the first meeting date (60 and 90 days, respectively). Do not edit these dates.

4. The next screen will display the date and time you entered for the §341 meeting. Use the Back button on your browser if you need to correct the date or time.



**341 Meeting Date: 5/16/2008 at 03:00 PM**

5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again, but the document number will be blank. The document number will not be assigned and no image will be available until the Bankruptcy Court case manager generates the notice.

### **Sending the §341 notice -- Chapter 13 plan filed:**

For this scenario you will be docketing two events - one to allow you to upload the copy of the Chapter 13 plan and one for the notice. You must docket both of these events on the same day.

1. Select ***BNC Service of Chapter 13 Plan*** from the list of events.
2. At the next screen click on the Browse button and locate your PDF copy of the plan. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.

3. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.

Docket Text: Final Text

Copy of Chapter 13 Plan as transmitted to BNC for service. (Loheit, Lawrence)

**Attention!!** Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

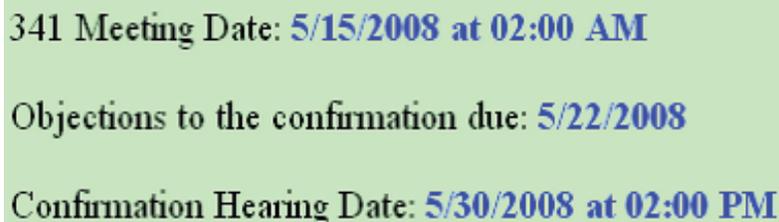
After accepting this text, the *Notice of Electronic Filing* screen will display. A document number will be assigned.

4. Click on Docketing in the blue bar at the top, then click Chapter 13 Trustee Events. The case number you are using should display. Click NEXT.
5. Select **Chapter 13 First Meeting Notice** \*\* from the list of events.
6. At the next screen regarding the plan, click the radio button for YES.
7. On the scheduling screen you will enter the date and time and select the location for the §341 meeting. Since the plan was filed, you also have to fill in the date and time for the confirmation hearing.

341 Meeting Date:	<input type="text" value="5/15/2008"/>	<input type="button" value="Calendar"/>	341 Meeting Time:	<input type="text" value="02:00"/>	<input checked="" type="radio"/> AM <input type="radio"/> PM
Location:	<input type="text" value="Meeting Room 7-B"/>				
Objections to the confirmation of the plan must be filed and served by:	<input type="text" value="5/22/2008"/>	<input type="button" value="Calendar"/>			
Confirmation Hearing Date:	<input type="text" value="5/30/2008"/>	<input type="button" value="Calendar"/>	Hearing Time:	<input type="text" value="02:00"/>	<input type="radio"/> AM <input checked="" type="radio"/> PM
<b>The following deadline is pre-calculated and should not be modified.</b>					
Dischargeability Complaint:	<input type="text" value="7/14/2008"/>	<input type="button" value="Calendar"/>			
<b>The following deadline is pre-calculated and should not be modified.</b>					
Proof of Claim Deadline:	<input type="text" value="8/13/2008"/>	<input type="button" value="Calendar"/>			

Once you have entered the §341 meeting date, the objection to confirmation, dischargeability and proof of claim deadlines fill in for you. The system calculates these based on the first meeting date (7, 60 and 90 days after date set, respectively). Do not edit these dates.

- The following screen will display the date and time you entered for the §341 meeting and the two confirmation dates. Make sure the times are correctly AM or PM. This is your only opportunity to QC the objection to confirmation deadline and the confirmation hearing information that will appear on the notice. The final docket text does not include these two dates. Use the Back button on your browser if you need to correct any of this information on the previous screen.

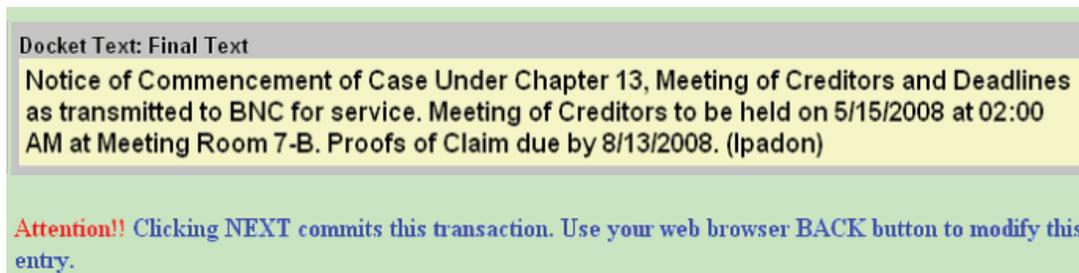


341 Meeting Date: 5/15/2008 at 02:00 AM

Objections to the confirmation due: 5/22/2008

Confirmation Hearing Date: 5/30/2008 at 02:00 PM

- After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



Docket Text: Final Text

Notice of Commencement of Case Under Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 5/15/2008 at 02:00 AM at Meeting Room 7-B. Proofs of Claim due by 8/13/2008. (lpadon)

**Attention!!** Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Click on Docketing in the blue bar at the top to abort the event, or use the BACK button on your browser to return to previous screens.

- The last screen titled *Notice of Electronic Filing* displays the docket text again, but the document number will be blank. The document number will not be assigned and no image will be available until the Bankruptcy Court case manager generates the notice.

### **Sending an amended §341 notice:**

In the event that you find an error that affected the dates on the §341 meeting notice or the plan that was sent, you will need to send an amended notice.

- Select ***Chapter 13 First Meeting Notice - Amended*** \*\* from the list of events.

2. At the next screen regarding the plan, click the radio button for yes or no, depending on whether the plan has been docketed.
3. On the scheduling screen, enter data in ALL the fields. Enter new data in the affected fields and re-enter the dates that were used before for unchanged fields.

341 Meeting Date: 5/20/2008 Calendar 341 Meeting Time: 02:00  AM  PM

Location: Meeting Room 7-B

Objections to the confirmation of the plan must be filed and served by: 5/22/2008 Calendar

Confirmation Hearing Date: 5/30/2008 Calendar Hearing Time: 02:00  AM  PM



The dischargeability and proof of claim deadlines will not display on the scheduling screen for an amended notice. The creditors in the case have already received the first notice where the deadlines were established and they must not be changed. The deadlines originally set will display on the amended notice.

- ◆ If you are sending the amended notice only because the incorrect plan was sent out, you still need to re-enter the dates even if they haven't changed. You will also see the reminder to docket the BNC service of plan event if you have not yet done so.
  - ◆ The plan needs to be uploaded and sent with every amended notice for cases in which the plan was filed, even if the amendment does not affect the plan.
4. The next screen (below) will display the date and time you entered for the §341 meeting and the two confirmation dates. Make sure the times are correctly AM or PM. This is your only opportunity to QC the objection to confirmation deadline and the confirmation hearing information that will appear on the notice. The final docket text does not include these two dates. Use the Back button on your browser if you need to correct any of this information on the previous screen.

341 Meeting Date: 5/20/2008 at 02:00 PM

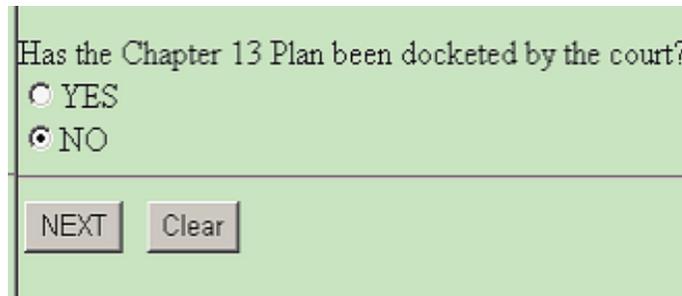
Objections to the confirmation due: 5/22/2008

Confirmation Hearing Date: 5/30/2008 at 02:00 PM

## Sending the notice of conversion -- No plan filed:

The procedure for this scenario is the same as for a new Chapter 13 when no plan has been filed except that the event you select and the final docket text are different.

1. Select **Converted - Chapter 13 First Meeting Notice** \*\* from the list of events.
2. At the next screen regarding the plan, click the radio button for NO.

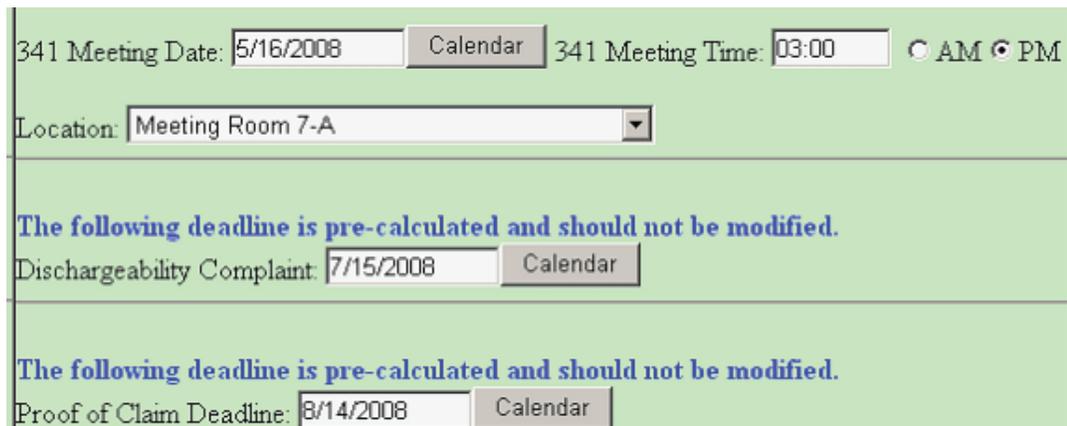


Has the Chapter 13 Plan been docketed by the court?

YES

NO

3. On the scheduling screen you will enter the date and time and select the location for the §341 meeting.



341 Meeting Date:   341 Meeting Time:   AM  PM

Location:

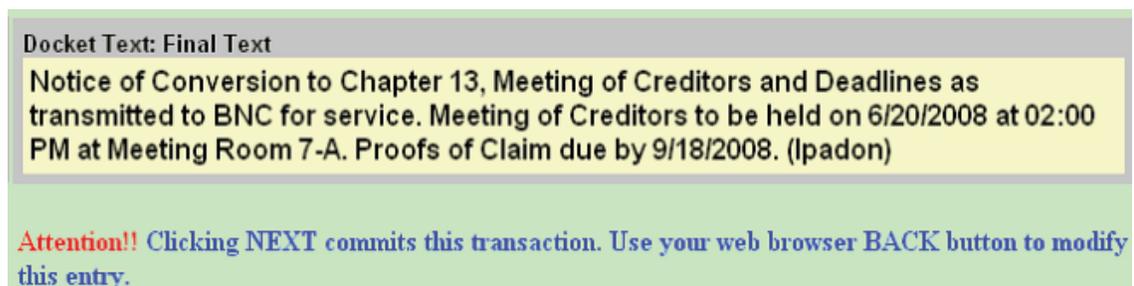
**The following deadline is pre-calculated and should not be modified.**

Dischargeability Complaint:

**The following deadline is pre-calculated and should not be modified.**

Proof of Claim Deadline:

4. The final docket text screen looks like this:



Docket Text: Final Text

Notice of Conversion to Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 6/20/2008 at 02:00 PM at Meeting Room 7-A. Proofs of Claim due by 9/18/2008. (lpadon)

**Attention!!** Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

### **Sending the notice of conversion -- Chapter 13 plan filed:**

This scenario is the same as if the case began as a Chapter 13. You will be docketing two events - one to allow you to upload the copy of the Chapter 13 plan and one for the notice. You must docket both of these events on the same day.

1. Select ***BNC Service of Chapter 13 Plan*** from the list of events. Browse for and upload your PDF copy of the plan.
2. Click on Docketing in the blue bar at the top, then click Chapter 13 Trustee Events. The case number you are using should display. Click NEXT.
3. Select ***Converted - Chapter 13 First Meeting Notice*** \*\* from the list of events.
4. At the next screen regarding the plan, click the radio button for YES.
5. On the scheduling screen you will enter the date and time and select the location for the §341 meeting. Since the plan was filed, you also have to fill in the date and time for the confirmation hearing.
6. The final docket text is the same as that for the conversion notice without a plan (see previous section).

### **Sending an amended notice of conversion:**

In the event that you find an error that affected the dates on the original notice of conversion or the plan that was sent, you will need to send an amended notice.

1. Select ***Converted - Chapter 13 First Meeting Notice - Amended*** \*\* from the list of events.
2. At the next screen regarding the plan, click the radio button for yes or no, depending on whether the plan has been docketed.
3. On the scheduling screen, enter data in ALL the fields. Enter new data in the affected fields and re-enter the dates that were used before for unchanged fields.
  - ◆ The dischargeability and proof of claim deadlines do not display for updating on the scheduling screen. The deadlines originally set will display on the amended notice.
  - ◆ If you are sending the amended notice only because the incorrect plan was sent out, you still need to re-enter the dates even if they haven't changed. You will also see the reminder to docket the BNC service of plan event if you have not yet done so.

- ◆ The plan needs to be uploaded and sent with every amended notice for cases in which the plan was filed, even if the amendment does not affect the plan.
4. The final docket text screen will look like this:

**Docket Text: Final Text**

Amended Notice of Conversion to Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 6/20/2008 at 02:00 PM at Meeting Room 7-A. (lpadon)

**Attention!!** Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

Use the

Back button on your browser to return to the scheduling screen if you need to make any corrections.

### Error messages and translations:

In an effort to avoid having incorrect notices sent out, many checkpoints have been built into the Chapter 13 events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 13 debtor, you will see this message and be prevented from proceeding any further with docketing to that case.
- **A notice has already been requested in this case. You must docket the AMENDED Chapter 13 First Meeting Notice event.** This message will display if a Chapter 13 First Meeting Notice event has already been docketed to the case. It prevents you from sending another one, and informs you that you must send an amended notice.
- **Our records indicate that a Chapter 13 plan has NOT been docketed in this case. Click next to proceed or use the back button on your browser to change your selection.** This warning displays during the notice event if you clicked the radio button for YES that the plan has been docketed but the court docket does not contain that docket entry by the case manager.

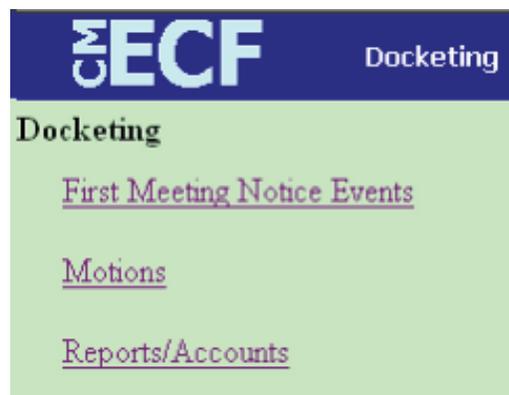
- ◆ If you clicked YES in error, use the back button to change your selection to NO.
- ◆ In the event that the Chapter 13 office received the plan but the court does not have it on the docket, you may proceed to send the notice by clicking the NEXT button. Do not change your selection to no for this scenario -- it will affect which notice is sent.
- **You must select YES or NO on the previous screen. Use the back button on your browser to return to the previous screen.** This message will display in both of the first meeting events if you neglected to click on either Yes or No in answer to the question “Has the Chapter 13 Plan been docketed by the court?”
- **YOU MUST SELECT A LOCATION!!** This message will display if you neglected to select a meeting location on the scheduling screen. Use the back button on your browser to return to that screen and make a selection from the pick list.
- **Do not forget to docket the BNC service of Chapter 13 plan.** You will see this message if you are docketing the Chapter 13 notice event and have clicked on YES, that the plan was docketed, but you have not yet docketed the event *BNC Service of Chapter 13 Plan*.
  - ◆ You may continue to finish docketing the notice event and then docket the BNC service event OR abort the event by clicking on Docketing in the blue bar and start over with the BNC event.
  - ◆ If you are sending an amended §341 notice but do not need to send the plan again you may ignore this message and just finish docketing the event.
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.

## Chapter 13 Noticing

The events for the *Notice of Default and Application to Dismiss* and the *Final Report and Account* are very straightforward. You only need to have a PDF version of your document ready to upload to the court before you begin.

### Accessing the CM system:

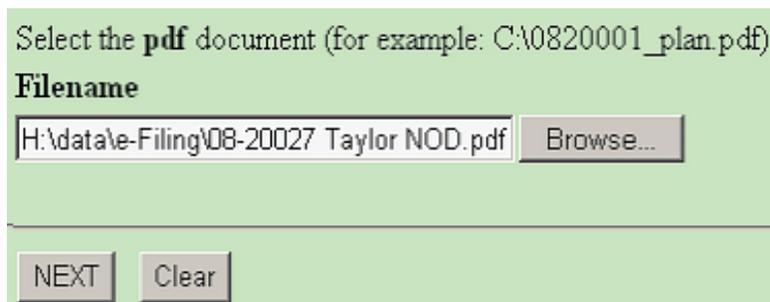
1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes (each person who will docket has a separate login). Leave the field for client code blank.
4. Click on the **Docketing** tab in the blue bar at the top of the screen. Next you will see the following menu, which offers three selections:



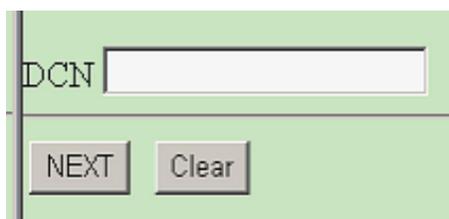
### Sending a Notice of Default and Motion/Application to Dismiss Case:

1. Select **Motions** from the menu above.
2. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
3. Click on **Dismiss Case (Notice of Default)** \*\* on the next screen and click NEXT.

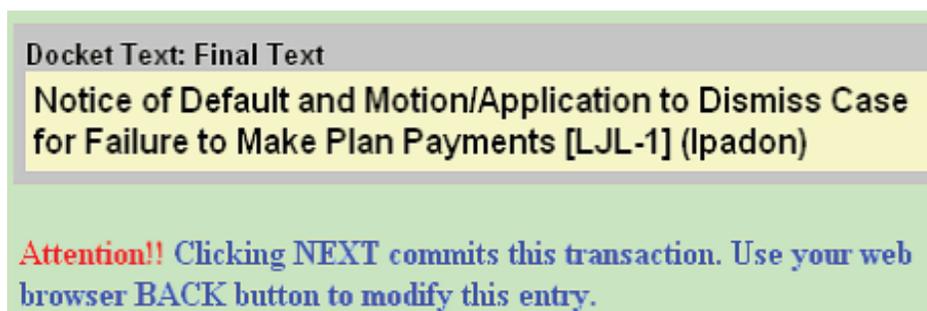
- At the next screen click on the Browse button and locate your PDF copy of the plan. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.



- The Docket Control Number screen displays next. Type the DCN you assigned to the Notice of Default (e.g. LJL-1) in the field provided.



- After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.

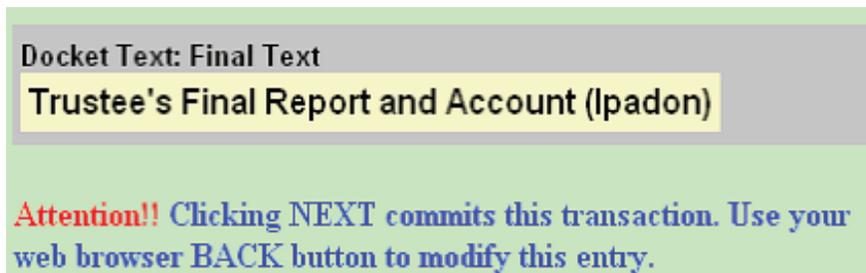


This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens to make corrections.

- After accepting this text, the screen titled *Notice of Electronic Filing* displays the docket text again. A document number will be assigned.

### Sending the Final Report and Account:

1. Select **Reports/Accounts** from the menu choices shown on page 1.
2. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
3. Click on **Final Report & Account** \*\* on the next screen and then click NEXT. [The other event on this screen for *Preliminary Final Report & Account* is used only by the Chapter 13 trustees in the Fresno Division.]
4. At the next screen click on the Browse button and locate your PDF copy of the Final Report and Account. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.
5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



6. After accepting this text, the *Notice of Electronic Filing* screen will display. A document number will be assigned.

**Error messages and translations:**

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 13 debtor, you will see this message and be prevented from proceeding any further with docketing to that case.
  
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.

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# CHAPTER 13

- FIRST MEETING REPORT EVENTS •



The CM EVENTS and INSTRUCTIONS

January 4, 2011

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## Chapter 13 First Meeting Report Events

The docket entry produced by CM/ECF will be a virtual (text only) entry. There will not be a PDF document associated with this event.

The docket events that you select will vary based on:

- ◆ If the debtor, or if a joint case, both debtor(s) appeared at the 341 meeting **and** the 341 meeting was concluded;
- ◆ If the 341 meeting is continued;
- ◆ If the 341 meeting was dropped or taken off calendar.

### Accessing the CM system:

1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes. Leave the field for client code blank. Check the box next to the statement, 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.'
4. Click on the **Docketing** tab in the blue bar at the top of the screen, then click on [Reports/Accounts](#).
5. Enter the case number with the year in two-digit format (e.g., 10-20027) and click the NEXT button.
6. The following selections will appear:

341 Mtg Concluded \*\*

341 Mtg Continued/341 Mtg Concluded (Sacramento/Modesto Divisions) \*\*

341 Mtg Continued/341 Mtg Concluded - (Fresno Division) \*\*

341 Mtg Dropped/Taken Off Calendar \*\*

Final Report & Account (Ch 12 and 13) \*\*

Preliminary Final Report & Account - Plan Completed

(Fresno Division) (Ch 12 and 13) \*\*

Preliminary Final Report & Account - Plan NOT Completed

(Fresno Division) (Ch 12 and 13) \*\*

**341 Mtg Concluded \*\*:**

Use this choice if the 341 meeting **was concluded** as to **one** or **both debtors**.

If one debtor has been dismissed and you are advising the court that the 341 meeting was concluded as to the other debtor, use this event.

1. Select **341 Mtg Concluded \*\*** from the list of events and click the NEXT button.
2. If this is an amended report, click on the down arrow and highlight **Amended**. If this is not an amended report, bypass.
3. Enter the date the 341 meeting was held.
4. a. Under the subtitle, "Mark all that apply:", put a checkmark next to all that apply.  
  
b. Under the subtitle, "Mark the debtor(s) whose 341 meeting was concluded:", indicate if the 341 meeting was concluded as to each debtor.
5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen:

**This is the "point of no return" screen.** If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

**341 Mtg Continued and/or 341 Mtg Concluded (Sacramento/Modesto Divisions)\*\*:**

Since there are incidences when a debtor or both debtors appear at their 341 meeting, but the meeting is not concluded for the debtor and/or joint debtor and the trustee continues the 341 meeting, the 341 Mtg Continued/341 Mtg Concluded \*\* event has been created.

Use this event if the 341 meeting has been continued and/or concluded for the debtor, joint debtor or both debtors, whichever applies.

For example: In a joint case, the 341 meeting is concluded for one debtor, but you have instructed the other debtor to return for another meeting.

1. Select **341 Mtg Continued/341 Mtg Concluded (Sacramento/Modesto Divisions)** \*\* from the list of events.
2. On an otherwise blank screen, click NEXT.
3. You will be prompted to enter the date the 341 meeting was held. This field cannot be bypassed.
4. The next screen has three areas requesting information:
  - a. If this is an Amended Trustee's Report, click on the drop down arrow and select **Amended**. If this is not an amended report, bypass.
  - b. In the section *Mark all that apply:*, put a checkmark next to all that apply. [Boxes for counsel's appearance will not display if the debtors are pro se.]
  - c. If the 341 meeting was concluded as to one or both debtors, click the radio button accordingly.
5. If you marked that the 341 meeting had been concluded as to one or both debtors, the next screen you see will prompt you to indicate for which debtor(s) the 341 meeting was concluded. If the meeting was not concluded for either debtor, the next screen you will see is in step 6.
6. The next screen prompts you to enter the information regarding the continued meeting. The scheduling screen will display. You can manually enter the continued meeting date or click on the calendar icon to select your date. Fill in the meeting time and location. None of these fields can be bypassed.

Locations:

Fresno:	Fresno Meeting Room 1450 Fresno Meeting Room 1452
Bakersfield:	Bakersfield Meeting Room
Modesto:	Modesto Meeting Room
Sacramento:	Meeting Room 7-A Meeting Room 7-B
Redding:	U.S. District Court - Redding

7. The next screen will display the date and time you entered for the 341 meeting. Use the Back button on your browser if you need to correct the date or time that you entered on the previous screen.

8. On an otherwise blank screen, click NEXT.

**This is the “point of no return” screen.** If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

9. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

### **341 Mtg Continued and/or 341 Mtg Concluded (Fresno Division) \*\*:**

Since there are incidences when a debtor or both debtors appear at their 341 meeting, but the meeting is not concluded for the debtor and/or joint debtor and the trustee continues the 341 meeting, the 341 Mtg Continued/341 Mtg Concluded \*\* event has been created.

Use this event if the 341 meeting has been continued and/or concluded for the debtor, joint debtor or both debtors, whichever applies.

For example:            In a joint case, the 341 meeting is concluded for one debtor, but you have instructed the other debtor to return for another meeting.

1. Select **341 Mtg Continued/341 Mtg Concluded (Fresno Division) \*\*** from the list of events.
2. On an otherwise blank screen, click NEXT.
3. You will be prompted to enter the date the 341 meeting was held. This field cannot be bypassed.
4. The next screen has three areas requesting information:
  - a. If this is an Amended Trustee’s Report, click on the drop down arrow and select **Amended**. If this is not an amended report, bypass.
  - b. In the section *Mark all that apply:*, put a checkmark next to all that apply. [Boxes for counsel’s appearance will not display if the debtors are pro se.]
  - c. If the 341 meeting was concluded as to one or both debtors, click the radio button accordingly.
5. If you marked that the 341 meeting had been concluded as to one or both debtors, the next screen you see will prompt you to indicate for which debtor(s)

the 341 meeting was concluded. If the meeting was not concluded for either debtor, the next screen you will see is in step 6.

6. The next screen prompts you to enter the information regarding the continued meeting. The scheduling screen will display. You can manually enter the continued meeting date or click on the calendar icon to select your date. Fill in the meeting time and location\*

\*If the continued Sec. 341(a) meeting will be held at your office, fill in the continued 341 Meeting Date and Time and click NEXT. The next screen warns, "YOU MUST SELECT A LOCATION!!". Click NEXT on this screen and answer the question, "Is the continued meeting to be heard at your office?".

If you answer YES, you will proceed to Step 7. Your office address will show up in the docket text.

If you answer NO, you receive this warning, "If the continued Sec. 341 meeting is not to be heard at your office, click on the back arrow to return to the set 341 meeting screen to choose a location!".

Locations:

Fresno:	Fresno Meeting Room 1450 Fresno Meeting Room 1452
Bakersfield:	Bakersfield Meeting Room
Modesto:	Modesto Meeting Room
Sacramento:	Meeting Room 7-A Meeting Room 7-B
Redding:	U.S. District Court - Redding

7. The next screen will display the date and time you entered for the 341 meeting. Use the Back button on your browser if you need to correct the date or time that you entered on the previous screen.
8. Answer the question, "Is documentation required at the continued meeting?":

Yes: The following additional text will be added to the docket text: *The 341 meeting of creditors was continued for the debtor(s) to provide documentation to the trustee. If the requested documents are received in the trustees office no later than two days before the continued 341 meeting date, the debtors are excused from appearing and the meeting will be concluded. If the documents are not received in the trustees office*

*no later than two days before the continued meeting then the debtor(s) must appear at the continued 341 meeting date.*

No: No additional docket text.

9. On an otherwise blank screen, click NEXT.

**This is the “point of no return” screen.** If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

10. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

### **341 Mtg Dropped/Taken Off Calendar \*\*:**

Use this choice if the 341 meeting was dropped or taken off calendar.

1. Select ***341 Mtg Dropped/Taken Off Calendar \*\**** from the list of events.
2. On an otherwise blank screen, click NEXT.
3. The next screen prompts you to indicate if the 341 Meeting was Dropped or Taken Off Calendar. Click the radio button accordingly.
4. On an otherwise blank screen, click NEXT.
5. The final docket text screen is next. There will be variations of the text depending on your choice in step 3.

**This is the “point of no return” screen.** If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again and the document number will be blank.

## Error messages and translations:

In an effort to avoid having incorrect docket entries, many checkpoints have been built into the Chapter 13 events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 12 or 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 12 or 13 debtor, you will see this message and may be prevented from proceeding any further with docketing to that case.
- **YOU MUST SELECT A LOCATION!!** This message will display if you neglected to select a meeting location on the scheduling screen. Use the back button on your browser to return to that screen and make a selection from the pick list.
- **DO NOT DOCKET THIS EVENT UNLESS THIS ACTION APPLIES TO BOTH DEBTORS!!** This message displays in an event if it is a joint case and warns that the event should not be used unless the event pertains to both debtors. You will not see this message if the case has a sole debtor.
- **YOU MUST ENTER A DATE!!** This message will display if you attempt to bypass the screen prompting you to enter the date the 341 meeting was held.
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.