

## CM/ECF Participant's Guide

### JUDGE/TRUSTEE ASSIGNMENT

Updated 11/19/2008

This process shows the steps and screens required for an external user to assign the Judge and Trustee.

**Note:** When filing a case that applies to Assignment of Refiled, Related, or Simultaneously Pending Cases, (SC LBR 1073-1), or a case that may be classified as complex (SC LBR 2081-2), skip to Step 4.

**STEP 1** - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** - The BANKRUPTCY EVENTS screen displays.

- Click on **Judge/Trustee Assignment** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon located in the upper right hand corner.

**STEP 3** - The 341 JUDGE AND TRUSTEE screen displays.

- This may take a few minutes...please be patient.

#### 341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
08-500	Joe Debtor	7	Notice of Chapter 7 Bankruptcy Case Meeting of Creditors, Deadlines and Notice of Appointment of Interim Trustee Bill Trustee as Transmitted to the BNC for Service. 341(a) meeting to be held on 07/03/2008 at 09:30 AM at Spartanburg. Last day to oppose discharge or dischargeability is 09/05/2008.	Waites, John E.	Bill Trustee

**STEP 4** - Assignment of Refiled, Related, or Simultaneously Pending Cases (SC LBR 1073-1) or complex Chapter 11 Cases (SC LBR 2081-2).

At the time of entering the case, do not run the Judge/Trustee assignment. The Judge and Trustee, where applicable, will be assigned separately by the Court.