

**TRUSTEE'S § 341 MEETING OF CREDITORS HELD/
MEETING OF CREDITORS HELD-TELEPHONIC MEETING**
Updated 11/17/2022

Description: This event must be used to indicate the date the First Meeting of Creditors was held. **IMPORTANT:** This event should only be used when events from the trustee 341 filings chart did not indicate a date in which the first meeting was held.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Trustee/US Trustee** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The EVENTS screen displays.

- Select "**Meeting of Creditors Held**" or "**Meeting of Creditors Held - Telephonic Meeting**" from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**M** for **Meeting**) and the highlight bar will immediately select the first entry beginning with **M**.

STEP 5 – The SELECT PARTY screen displays.

- Select the trustee that is the party filer from the list.
- Click the **[Next]** button.

STEP 6 – The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 7 – The DATE FIRST MEETING HELD screen displays.

- Enter the date in which the Meeting of Creditors was held.
- Click the **[Next]** button.

STEP 8 – The SATISFY PENDING SCHEDULED EVENTS screen with debtor name and case number appears.

- Terminate the 341 Meeting by placing a check mark in the box.
- Click the **[Next]** button.

STEP 9 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 10 – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

SAMPLE DOCKET TEXT: Final Text

Meeting of Creditors Held and Examination of Debtor on 11/17/2022. Filed by Bill Trustee. (Trustee, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

STEP 11 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It also includes the date and time of the transaction.