

## **Judge/Trustee/341 Meeting Auto Assignment**

Auto assignment is available for Chapter 7, Chapter 11, and Chapter 13. The automatic assignment feature automatically makes the following assignments after a case is opened:

- Judge
- Trustee, if applicable
- 341 meeting and related deadlines
- Chapter 13 confirmation hearings
- Divisional office assignment
- Judge for new adversary proceeding (same as judge for lead bankruptcy case)

### **Requirements**

- Case opened
- Creditors matrix uploaded

## How Auto Assignment Works

- If a **single case** is processed, the application searches the calendar entries that match the case's office and chapter, looking for the earliest time slot available.
- If a **group of cases** is processed, the application subdivides them according to the office/chapter combination and filing attorney. The systems looks at all trustees who take cases with that chapter to find one who can take all the cases on the same day.
- If the attorney chooses not to run the Auto Assignment feature, a program will run at night to make assignments to cases that were not assigned during the day.

## The Process

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.  
(See **Figure 1.**)

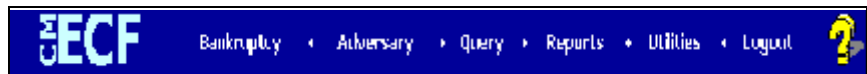
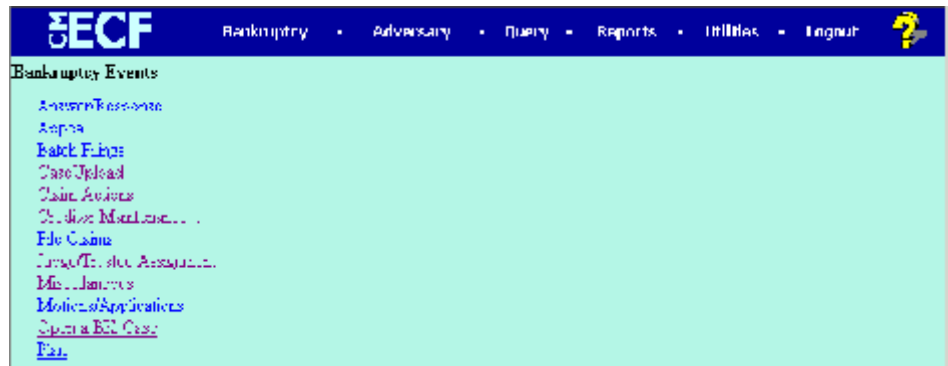


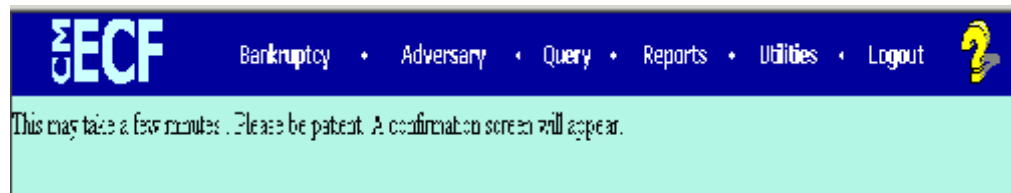
Figure 1

**STEP 2** The BANKRUPTCY EVENTS screen is displayed. (See Figure 2.)



**Figure 2**

- ◆ Click on the Judge/Trustee Assignment hyperlink. The program will run automatically. (See Figure 3.)



**Figure 3**

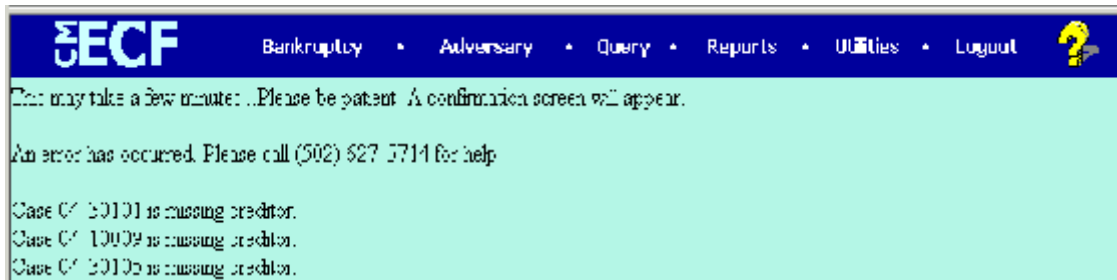
- ◆ A confirmation screen will appear listing the Judge, Trustee, if applicable, 341 Meeting and any related deadlines. (See Figure 4.)

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
4-30105	Joseph Wayne Sample	7	First Meeting of Creditors & Notice of Appointment of Interim Trustee William S. Reitz with 341(a) meeting to be held on 04/06/2004 at 08:30AM at Louisville 341 Meeting Room Objections to Discharge due by 05/04/2004. Order to Debtor and attorney for	Cooper,JoanL	Reitz,WilliamS
4-10008	Sarah Lynn Sample	13	First Meeting of Creditors & Notice of Appointment of Interim Trustee William W. Lawrence (13) with 341(a) meeting to be held on 04/22/2004 at 08:30AM at Warren Co. Justice Center Proof of Claim due by 07/21/2004. Confirmation hearing to be held on 0	Cooper,JoanL	Lawrence (13), William W

**Figure 4**

## Possible Error Messages

**Error Message 1:** The creditors matrix must be loaded before running the Auto Assignment feature. Failure to load the creditors matrix will result in the following error message. (See Figure 5.)

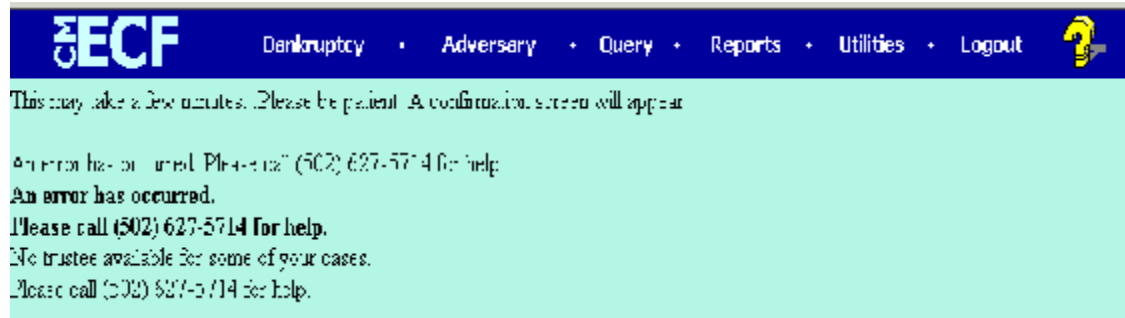


**Figure 5**

To correct the error message, load the creditors matrix:

- ◆ Click on the Bankruptcy hyperlink on the CM/ECF Main Menu
- ◆ Click on Creditor Maintenance... hyperlink
- ◆ Click on Upload a creditor matrix file hyperlink
- ◆ Select the case number and complete the process for attaching the creditors matrix
- ◆ Click back on the Bankruptcy hyperlink on the CM/ECF Main Menu
- ◆ Click on the Judge/Trustee Assignment hyperlink to re-run the program. A confirmation screen will appear listing the Judge, Trustee, if applicable, 341 Meeting and any related deadlines

**Error Message 2:** The second type of error message will direct the user to contact the court. The error message is the result of the calendar being completely full. The court will do a calendar adjustment to allow the scheduling of the cases through the Auto Assignment program. **(See Figure 6.)**



**Figure 6**