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 <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu. (See Figure 1.)



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

SECF	Bankniptry	•	Adversary	•	Пиегу	•	Reports	•	Ittilities	•	Logout	2
Bankaupte _l y Events												
Answert/Reservence Angrea Batch Frieges Casic Jackson Casic, Actions Creditor Maniferent File Casing Troyoffreshoe Assequence Missic Lancross Modice s/Applications												
<u>Open a BEL Case</u> <u>Fisi</u>												



Click on the <u>Judge/Trustee Assignment hyperlink</u>. The program will run automatically. (See Figure 3.)

BECF	Bankruptcy	•	Adversary	•	Query +	Repa	ts	•	Utilities	•	Logout	2
This may take a few remutes	. Please be pate	ot A	. confirmation so	net	n will appear							

Figure 3

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

|--|

This may take a few minutes. Flease be patient. A confirmation screen will appear

341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
4- 30103	Joseph Wayne Semple	7	First Meeting of Creditors & Notice of Appointment of Interim Trustoe William S. Ross with 344(a) mosting to be hole on 04/05/2004 at 08:30AM at Louisville 341 Meeting Room Objections for Discharge due by 05/07/2004. Order to debtor and atomicy for	Cooper,JoanL	Reisz, William S
4- 10008	Sarah Lynn Sample	13	First Meeting of Creditor: & Notice of Appointment of Interim Prostee 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 by07/21/2004. Confirmation hearing to be held on 0	Cooper,JoanL	Lawrence (13).WilliamW

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.)**

ECF	Bankruptoy	•	Adversary	•	Query +	Reports	•	Utilities	•	Luguut	2
Chie may take a few minutee .	Please be pate	nt A	confirmation so	reer	i wil appear.						
An error has occurred. Plens	e call (502) 627	371 [.]	1 for help								
Case 04 (2010) is musing ors	editor.										
Case C4, 10009 is trassing or:											
Case 04 30100 is thissing of:	editor.										

Figure 5

To correct the error message, load the creditors matrix:

- Click on the <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu
- Click on <u>Creditor Maintenance</u>... hyperlink
- Click on <u>Upload a creditor matrix file</u> hyperlink
- Select the case number and complete the process for attaching the creditors matrix
- Click back on the <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu
- Click on the <u>Judge/Trustee Assignment</u> 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