



UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA



March 8, 2004

**ANNOUNCEMENT**  
**NEW CM/ECF 341 MEETING CALENDAR REPORT**

A new 341 Meeting Calendar has been added under the Reports tab in CM/ECF. This new calendar will replace the calendars previously available on the Court's web site under E-Access and is available to trustees and attorneys.

Below you will find instructions on the proper way to run this report in CM/ECF. The E-Access calendars will soon be removed from our web site, so we encourage all users to begin using the CM/ECF 341 Meeting Calendar.

**New 341 Meeting Calendar Instructions**

- Log into CM/ECF
- Click on Reports
- Locate 341 Meeting Calendar under the FLMB Modified Reports heading
- Enter your Pacer Login and Password if prompted to do so
- Leave the Case Number field blank
- It is not necessary to select a Judge unless you only want a report of meetings for cases assigned to a specific Judge
- Enter the date for which you wish to run the report
- **VERY IMPORTANT:** It is vital that you select a meeting location. 341 meetings are held in different locations than courtroom hearings. You must select a 341 meeting location. Otherwise you may get a report that includes judicial hearings for the same date. The following is a list of 341 meeting locations.

Jacksonville, FL (3-40) - Suite 1-200, 300 North Hogan Street  
Ocala, FL (3-62) - Grand Jury Hearing Room, 2<sup>nd</sup> Floor - 207 NW 2<sup>nd</sup> Street  
Viera, FL (6-76) - Florida Room, 3<sup>rd</sup> Floor, Building C  
Viera, FL (6-77) - Courtroom 3D, Moore Justice Center  
Orlando, FL (6-60) - SouthTrust Building, 135 W. Central Avenue, 6<sup>th</sup> Floor, Suite 600  
Orlando, FL (6-65) - SouthTrust Building, 135 W. Central Avenue, 6<sup>th</sup> Floor, Suite 610  
Tampa, FL (8-60) - Room 100A, Timberlake Annex, 501 E. Polk Street  
Tampa, FL (8-61) - Room 100B, Timberlake Annex, 501 E. Polk Street  
Tampa, FL (8-62) - Room 100C, Timberlake Annex, 501 E. Polk Street  
Ft. Myers, FL (9-92) - #2-101 U.S. Courthouse, 2110 First Street

- Select the Trustee for the date and location. Note: You can also run the report without selecting a specific trustee and you will receive a report for all meetings held at that location for the date chosen
- Click on the Run Report button

Note: We have found that the program may report the name of the attorney for debtor incorrectly on some cases. Particularly on converted and continued cases. We are working to resolve this problem.