



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

NOTICE OF CONTINUANCE OF 341 MEETING OF CREDITORS

The 341 Meeting of Creditors is not automatically rescheduled for debtors who fail to attend or are unable to attend the first scheduled meeting. Do not file a motion with the court requesting a new meeting date. Any continuance requests must first be directed to and approved by the case trustee. Once consent is obtained, the new meeting date, time, and location should be inserted into a notice of continuance prior to filing. A certificate of service on all interested parties must also be filed pursuant to LBR 2002-1(j).

NOTE: In Chapter 7 cases the debtor's counsel is required to file a Consent Motion to Extend the Deadline to File Complaints Objecting to Discharge at the same time the 'Notice of Continuance' is filed. The consent motion must be filed as a separate pleading using the event 'Extend Time to Object to Discharge'. It is imperative that the correct event is used to ensure correct deadlines and case flags are set within our system.

FILING STEPS:

1. Click 'Bankruptcy' on the menu bar and select 'Notices'
2. The Case Number screen displays. Enter the case number in yy-nnnnn format and click 'Next'
3. The Available Events List Screen displays. Scroll down to 'Notice of Continuance of Meeting of Creditors' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event
4. The event will show in the 'Selected Events' window (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays:
 - Scroll through the list of parties. If your party is found, highlight the name
 - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions)
6. Click 'Next'
7. If this is the first time you are filing on behalf of the party filer, a check box will appear to



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- create the association between attorney and client. Check the box and click 'Next'
8. The PDF Document Selection screen display. Click Browse (Refer to the Navigating through Directories for complete instructions), select PDF document(s), and click 'Next'
 9. The Hearing date screen displays. Insert the 341 meeting of creditors date, time, and location obtained from the case trustee. Click 'Next'
 10. The Modify Docket Text screen displays. Modify docket, as appropriate (e.g., Amended, Corrected, etc.)
 11. The Final Approval screen displays: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.
 12. Verify the Final Docket Text then click 'Next'
 13. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)