



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### TRUSTEE 341 FILINGS

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**The Trustee's 341 Filings is an event that groups together 341 Meeting of Creditors for a certain date for a particular Trustee. This facilitates the easy and efficient filing of notifications of completion as well as continuances of hearings.**

#### FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Trustee's 341 Filing'
3. 341 Meeting of Creditors heard date screen displays. Enter the hearing date and check 'Continue multiple 341 meetings' (if necessary). Click 'Next'
4. Case Scheduling Screen displays. Select the appropriate information for each case and click 'Submit'
5. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)