
CHAPTER 13 NOTICING

Chapter 12 and 13 Noticing Events



The CM EVENTS and INSTRUCTIONS

Revised April 2020

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How to Generate a Chapter 13 First Meeting Notice During COVID-19 Restrictions


Use these instructions to generate a 341 Meeting Notice for Chapter 13 cases. This should be used for **all** 341 Meeting Notices, regardless of whether a notice has previously been generated in your case.

- Select **Chapter 12 and 13 Noticing Events** -> ****Chapter 13 First Meeting Notice**COVID-19**. You will see the following warning regarding when this event should be used. If this meeting has previously been continued, you will also be asked whether the original 341 Meeting was scheduled prior to 3/16/20. If this question displays, select **yes** or **no**. Click **Next**.

[20-20052 Sample Debtor](#)

Type: bk Chapter: 13 v Office: 2 (Sacramento)
 Judge: Sargis - E Case Flag: DebtEd

THIS EVENT IS TO BE USED FOR CASES THAT CANNOT BE HELD AS ORIGINALLY SCHEDULED DUE TO COVID-19 OUTBREAK. IT WILL SET A TELEPHONIC 341 MEETING AND SEND A BNC NOTICE.

Date filed 

The docket reflects that the 341 Meeting was previously adjourned and continued. Was the original 341 Meeting scheduled prior to 3/16/20?

Yes
 No

- On the next screen, select the scenario that **best** applies to your case. **NOTE:** These scenarios will not display if the original 341 Meeting was scheduled prior to 3/16/20.

Scenario 1: Was the 341 Meeting noticed to be held in person and the date for the meeting has passed without the meeting being adjourned? If so, select the radio button below. Deadlines will be extended, and you will have the option to change the location to **By Telephone** or **Video Conference**.

- The 341 meeting was not held and will be continued. Deadlines will be extended.

Scenario 2: Was the 341 Meeting noticed to be held in person and the meeting date is in the future, but the meeting will not be heard on that date due to COVID-19 restrictions? Select the radio button below. Deadlines will be continued.

- The 341 meeting has not yet passed, but will be held on a different date. Deadlines will be extended.

Scenario 3: Was the 341 Meeting previously noticed to be held in person, and you are docketing this notice at least 10 days before the meeting was scheduled? Click the

button below. All dates will remain the same, but you will have the option to change the location to By Telephone or Video Conference.

The 341 meeting date is in the future and will not be continued. Deadlines in this case will not change.

Scenario 4: Has the Notice of Commencement not yet been sent in this case? If not, select the radio button below. It will generate a standard notice but will allow for appearance by phone or video conference.

Select this option if the Notice of Commencement has yet to be docketed in this case.

- Under **Select how the Meeting will be held**, select **By Telephone**, **Video Conference**, or **341 Meeting Location**. (**341 Meeting Location** should only be selected if the meeting will be held in person.)
- If a meeting was already scheduled in this case, you will be prompted to enter the date of the meeting.
- On the next screen, select if you are amending this notice. Only select “amended” if you used this event to generate a 341 Meeting Notice and need to amend it.
- On this screen, you will also need to indicate whether the Chapter 13 Plan has been docketed by the court.
- If you indicated that this 341 Meeting will be held by phone or video conference, you will receive this warning. You will **NOT** select a location on the next screen.

[20-20052 Sample Debtor](#)

Type: bk

Chapter: 13 v

Office: 2 (Sacramento)

Assets: y

Judge: Sargis - E

Case Flag: DebtEd

**SINCE THIS MEETING WILL BE HELD BY TELEPHONE OR VIDEO CONFERENCE,
DO NOT SELECT A LOCATION ON THE NEXT SCREEN!!!!**

- On the next screen, you will be prompted to enter the 341 Meeting information. (Leave the location information blank if you selected telephone or video conference.) If you indicated that a plan was filed, please also enter the date and time of the confirmation hearing.

[20-20052 Sample Debtor](#)

Type: bk Chapter: 13 v Office: 2 (Sacramento) Assets: y
Judge: Sargis - E Case Flag: DebtEd

341 Meeting Date: 341 Meeting Time:

Location:

Objections to the confirmation of the plan must be filed and served by:

Notice of the Confirmation Hearing Date: Hearing Time:

The following deadline is pre-calculated and should not be modified.

Dischargeability Complaint:

The following deadline is pre-calculated and should not be modified.

Financial Management Course Certificate of Debtor due date:

The docket text will not include information regarding the location of the meeting (including instructions for appearances by telephone or video conference) but this information will appear on the notice that is generated.

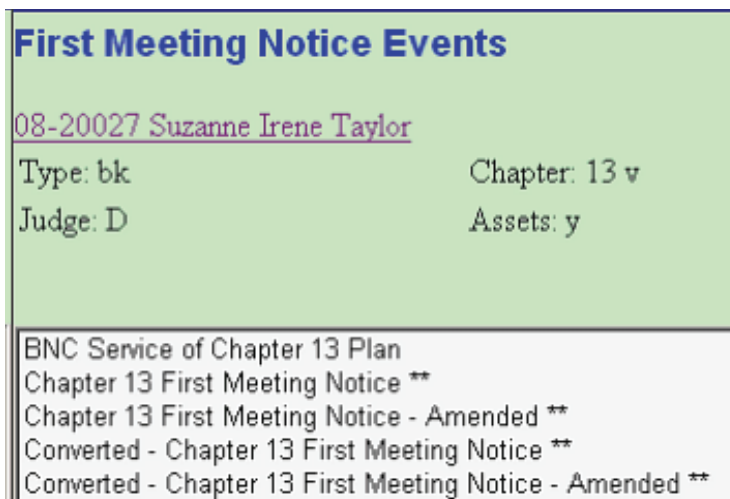
If the plan has been filed, you should also docket the BNC service of Chapter 13 plan.

Chapter 13 Noticing The docket events that you select will vary based on whether or not the debtor has filed a Chapter 13 plan. Before you begin docketing:

- ◆ Query the case in PACER to determine if a plan was filed with the court.
- ◆ If a plan was filed, make sure you have a PDF version of it ready to upload to the court.

Accessing the CM system:

1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes (each person who will docket has a separate login). Leave the field for client code blank.
4. Click on the **Docketing** tab in the blue bar at the top of the screen, then click on [First Meeting Notice Events](#).
5. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
6. The following selections will appear:



First Meeting Notice Events

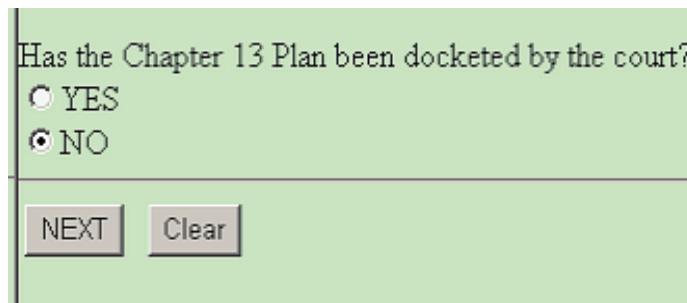
[08-20027 Suzanne Irene Taylor](#)

| | |
|----------|---------------|
| Type: bk | Chapter: 13 v |
| Judge: D | Assets: y |

BNC Service of Chapter 13 Plan
Chapter 13 First Meeting Notice **
Chapter 13 First Meeting Notice - Amended **
Converted - Chapter 13 First Meeting Notice **
Converted - Chapter 13 First Meeting Notice - Amended **

Sending the §341 notice -- No plan filed:

1. Select **Chapter 13 First Meeting Notice **** from the list of events.
2. At the next screen regarding the plan, click the radio button for NO.



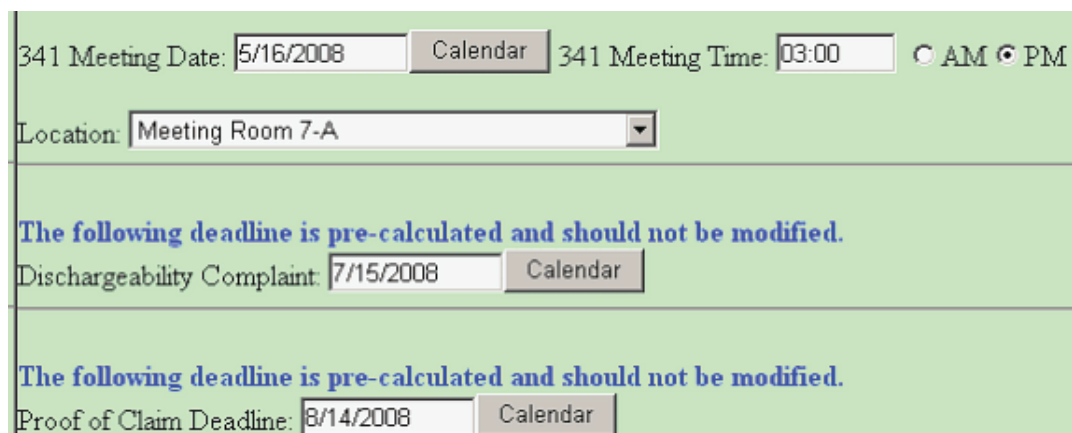
Has the Chapter 13 Plan been docketed by the court?

YES

NO

NEXT Clear

3. On the scheduling screen you will enter the date and time and select the location for the §341 meeting.



341 Meeting Date: 5/16/2008 Calendar 341 Meeting Time: 03:00 AM PM

Location: Meeting Room 7-A

The following deadline is pre-calculated and should not be modified.

Dischargeability Complaint: 7/15/2008 Calendar

The following deadline is pre-calculated and should not be modified.

Proof of Claim Deadline: 8/14/2008 Calendar

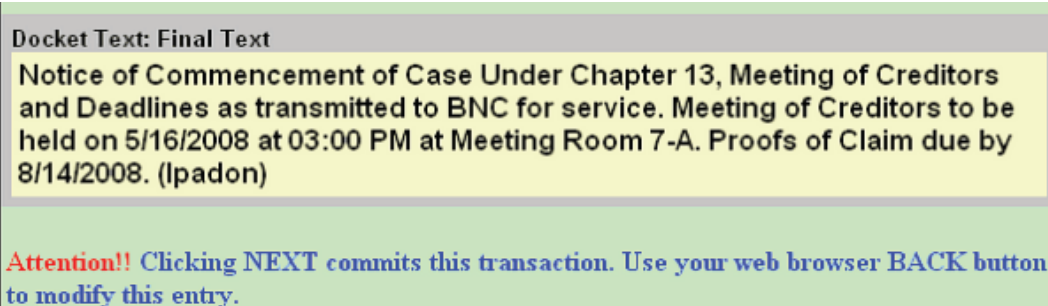
You will notice that once you have entered the §341 meeting date that the dischargeability and proof of claim deadlines fill in for you. The system calculates these based on the first meeting date (60 and 90 days, respectively). Do not edit these dates.

4. The next screen will display the date and time you entered for the §341 meeting. Use the Back button on your browser if you need to correct the date or time.



341 Meeting Date: 5/16/2008 at 03:00 PM

5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens.

6. The last screen titled *Notice of Electronic Filing* displays the docket text again, but the document number will be blank. The document number will not be assigned and no image will be available until the Bankruptcy Court case manager generates the notice.

Sending the §341 notice -- Chapter 13 plan filed:

For this scenario you will be docketing two events - one to allow you to upload the copy of the Chapter 13 plan and one for the notice. You must docket both of these events on the same day.

1. Select **BNC Service of Chapter 13 Plan** from the list of events.
2. At the next screen click on the Browse button and locate your PDF copy of the plan. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.

Select the **pdf** document (for example: C:\0820001_plan.pdf).

Filename

H:\data\e-Filing\08-20027 Taylor Plan.pdf

3. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.

Docket Text: Final Text

Copy of Chapter 13 Plan as transmitted to BNC for service. (Loheit, Lawrence)

Attention!! Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

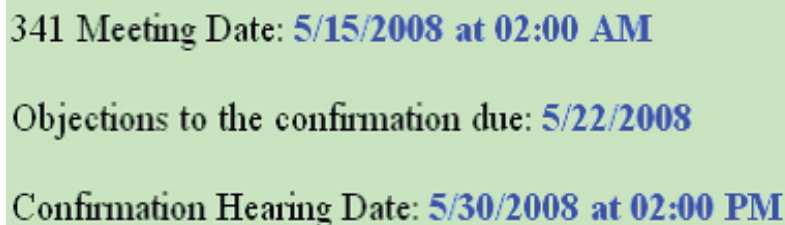
After accepting this text, the *Notice of Electronic Filing* screen will display. A document number will be assigned.

4. Click on Docketing in the blue bar at the top, then click Chapter 13 Trustee Events. The case number you are using should display. Click NEXT.
5. Select **Chapter 13 First Meeting Notice** ** from the list of events.
6. At the next screen regarding the plan, click the radio button for YES.
7. On the scheduling screen you will enter the date and time and select the location for the §341 meeting. Since the plan was filed, you also have to fill in the date and time for the confirmation hearing.

| | | | | | |
|---|---|---|-------------------|------------------------------------|--|
| 341 Meeting Date: | <input type="text" value="5/15/2008"/> | <input type="button" value="Calendar"/> | 341 Meeting Time: | <input type="text" value="02:00"/> | <input checked="" type="radio"/> AM <input type="radio"/> PM |
| Location: | <input type="text" value="Meeting Room 7-B"/> | | | | |
| Objections to the confirmation of the plan must be filed and served by: | | | | | |
| | <input type="text" value="5/22/2008"/> | <input type="button" value="Calendar"/> | | | |
| Confirmation Hearing Date: | <input type="text" value="5/30/2008"/> | <input type="button" value="Calendar"/> | Hearing Time: | <input type="text" value="02:00"/> | <input type="radio"/> AM <input checked="" type="radio"/> PM |
| The following deadline is pre-calculated and should not be modified. | | | | | |
| Dischargeability Complaint: | <input type="text" value="7/14/2008"/> | <input type="button" value="Calendar"/> | | | |
| The following deadline is pre-calculated and should not be modified. | | | | | |
| Proof of Claim Deadline: | <input type="text" value="8/13/2008"/> | <input type="button" value="Calendar"/> | | | |

Once you have entered the §341 meeting date, the objection to confirmation, dischargeability and proof of claim deadlines fill in for you. The system calculates these based on the first meeting date (7, 60 and 90 days after date set, respectively). Do not edit these dates.

- The following screen will display the date and time you entered for the §341 meeting and the two confirmation dates. Make sure the times are correctly AM or PM. This is your only opportunity to QC the objection to confirmation deadline and the confirmation hearing information that will appear on the notice. The final docket text does not include these two dates. Use the Back button on your browser if you need to correct any of this information on the previous screen.

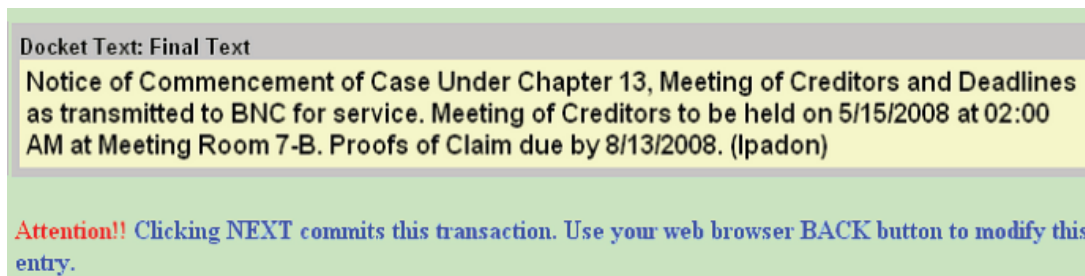


341 Meeting Date: 5/15/2008 at 02:00 AM

Objections to the confirmation due: 5/22/2008

Confirmation Hearing Date: 5/30/2008 at 02:00 PM

- After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



Docket Text: Final Text

Notice of Commencement of Case Under Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 5/15/2008 at 02:00 AM at Meeting Room 7-B. Proofs of Claim due by 8/13/2008. (lpadon)

Attention!! Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Click on Docketing in the blue bar at the top to abort the event, or use the BACK button on your browser to return to previous screens.

- The last screen titled *Notice of Electronic Filing* displays the docket text again, but the document number will be blank. The document number will not be assigned and no image will be available until the Bankruptcy Court case manager generates the notice.

Sending an amended §341 notice:

In the event that you find an error that affected the dates on the §341 meeting notice or the plan that was sent, you will need to send an amended notice.

- Select ***Chapter 13 First Meeting Notice - Amended*** ** from the list of events.

2. At the next screen regarding the plan, click the radio button for yes or no, depending on whether the plan has been docketed.
3. On the scheduling screen, enter data in ALL the fields. Enter new data in the affected fields and re-enter the dates that were used before for unchanged fields.

341 Meeting Date: 5/20/2008 Calendar 341 Meeting Time: 02:00 AM PM

Location: Meeting Room 7-B

Objections to the confirmation of the plan must be filed and served by: 5/22/2008 Calendar

Confirmation Hearing Date: 5/30/2008 Calendar Hearing Time: 02:00 AM PM



The dischargeability and proof of claim deadlines will not display on the scheduling screen for an amended notice. The creditors in the case have already received the first notice where the deadlines were established and they must not be changed. The deadlines originally set will display on the amended notice.

- ◆ If you are sending the amended notice only because the incorrect plan was sent out, you still need to re-enter the dates even if they haven't changed. You will also see the reminder to docket the BNC service of plan event if you have not yet done so.
 - ◆ The plan needs to be uploaded and sent with every amended notice for cases in which the plan was filed, even if the amendment does not affect the plan.
4. The next screen (below) will display the date and time you entered for the §341 meeting and the two confirmation dates. Make sure the times are correctly AM or PM. This is your only opportunity to QC the objection to confirmation deadline and the confirmation hearing information that will appear on the notice. The final docket text does not include these two dates. Use the Back button on your browser if you need to correct any of this information on the previous screen.

341 Meeting Date: 5/20/2008 at 02:00 PM

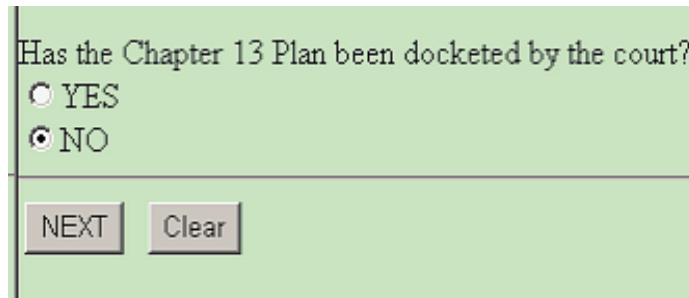
Objections to the confirmation due: 5/22/2008

Confirmation Hearing Date: 5/30/2008 at 02:00 PM

Sending the notice of conversion -- No plan filed:

The procedure for this scenario is the same as for a new Chapter 13 when no plan has been filed except that the event you select and the final docket text are different.

1. Select **Converted - Chapter 13 First Meeting Notice** ** from the list of events.
2. At the next screen regarding the plan, click the radio button for NO.



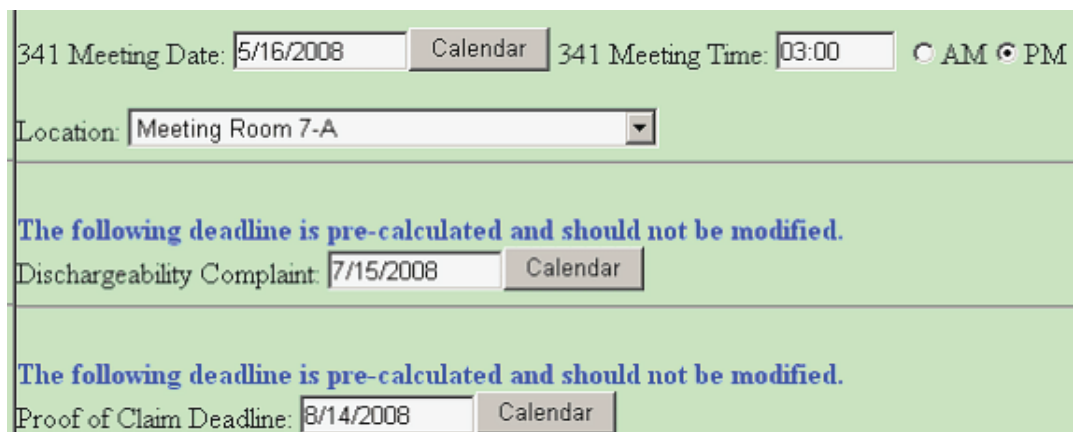
Has the Chapter 13 Plan been docketed by the court?

YES

NO

NEXT Clear

3. On the scheduling screen you will enter the date and time and select the location for the §341 meeting.



341 Meeting Date: 5/16/2008 Calendar 341 Meeting Time: 03:00 AM PM

Location: Meeting Room 7-A

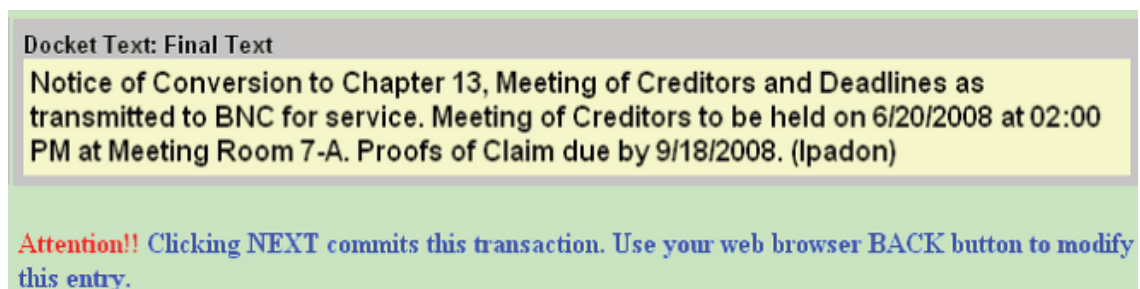
The following deadline is pre-calculated and should not be modified.

Dischargeability Complaint: 7/15/2008 Calendar

The following deadline is pre-calculated and should not be modified.

Proof of Claim Deadline: 8/14/2008 Calendar

4. The final docket text screen looks like this:



Docket Text: Final Text

Notice of Conversion to Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 6/20/2008 at 02:00 PM at Meeting Room 7-A. Proofs of Claim due by 9/18/2008. (lpadon)

Attention!! Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

Sending the notice of conversion -- Chapter 13 plan filed:

This scenario is the same as if the case began as a Chapter 13. You will be docketing two events - one to allow you to upload the copy of the Chapter 13 plan and one for the notice. You must docket both of these events on the same day.

1. Select ***BNC Service of Chapter 13 Plan*** from the list of events. Browse for and upload your PDF copy of the plan.
2. Click on Docketing in the blue bar at the top, then click Chapter 13 Trustee Events. The case number you are using should display. Click NEXT.
3. Select ***Converted - Chapter 13 First Meeting Notice*** ** from the list of events.
4. At the next screen regarding the plan, click the radio button for YES.
5. On the scheduling screen you will enter the date and time and select the location for the §341 meeting. Since the plan was filed, you also have to fill in the date and time for the confirmation hearing.
6. The final docket text is the same as that for the conversion notice without a plan (see previous section).

Sending an amended notice of conversion:

In the event that you find an error that affected the dates on the original notice of conversion or the plan that was sent, you will need to send an amended notice.

1. Select ***Converted - Chapter 13 First Meeting Notice - Amended*** ** from the list of events.
2. At the next screen regarding the plan, click the radio button for yes or no, depending on whether the plan has been docketed.
3. On the scheduling screen, enter data in ALL the fields. Enter new data in the affected fields and re-enter the dates that were used before for unchanged fields.
 - ◆ The dischargeability and proof of claim deadlines do not display for updating on the scheduling screen. The deadlines originally set will display on the amended notice.
 - ◆ If you are sending the amended notice only because the incorrect plan was sent out, you still need to re-enter the dates even if they haven't changed. You will also see the reminder to docket the BNC service of plan event if you have not yet done so.

- ◆ The plan needs to be uploaded and sent with every amended notice for cases in which the plan was filed, even if the amendment does not affect the plan.
4. The final docket text screen will look like this:

Docket Text: Final Text

Amended Notice of Conversion to Chapter 13, Meeting of Creditors and Deadlines as transmitted to BNC for service. Meeting of Creditors to be held on 6/20/2008 at 02:00 PM at Meeting Room 7-A. (lpadon)

Attention!! Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry.

Use the

Back button on your browser to return to the scheduling screen if you need to make any corrections.

Error messages and translations:

In an effort to avoid having incorrect notices sent out, many checkpoints have been built into the Chapter 13 events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 13 debtor, you will see this message and be prevented from proceeding any further with docketing to that case.
- **A notice has already been requested in this case. You must docket the AMENDED Chapter 13 First Meeting Notice event.** This message will display if a Chapter 13 First Meeting Notice event has already been docketed to the case. It prevents you from sending another one, and informs you that you must send an amended notice.
- **Our records indicate that a Chapter 13 plan has NOT been docketed in this case. Click next to proceed or use the back button on your browser to change your selection.** This warning displays during the notice event if you clicked the radio button for YES that the plan has been docketed but the court docket does not contain that docket entry by the case manager.

- ◆ If you clicked YES in error, use the back button to change your selection to NO.
- ◆ In the event that the Chapter 13 office received the plan but the court does not have it on the docket, you may proceed to send the notice by clicking the NEXT button. Do not change your selection to no for this scenario -- it will affect which notice is sent.
- **You must select YES or NO on the previous screen. Use the back button on your browser to return to the previous screen.** This message will display in both of the first meeting events if you neglected to click on either Yes or No in answer to the question “Has the Chapter 13 Plan been docketed by the court?”
- **YOU MUST SELECT A LOCATION!!** This message will display if you neglected to select a meeting location on the scheduling screen. Use the back button on your browser to return to that screen and make a selection from the pick list.
- **Do not forget to docket the BNC service of Chapter 13 plan.** You will see this message if you are docketing the Chapter 13 notice event and have clicked on YES, that the plan was docketed, but you have not yet docketed the event *BNC Service of Chapter 13 Plan*.
 - ◆ You may continue to finish docketing the notice event and then docket the BNC service event OR abort the event by clicking on Docketing in the blue bar and start over with the BNC event.
 - ◆ If you are sending an amended §341 notice but do not need to send the plan again you may ignore this message and just finish docketing the event.
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.