

Memorandum Rescheduling 341(a) Meeting

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Select **Memorandum Rescheduling 341(a) Meeting**.
- Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Click on your name as Trustee.
 - Click **Next**.
- STEP 6.** A case confirmation screen displays.
- Confirm the debtor(s) name(s) and case number is correct.
 - Click **Next**.
- STEP 7.** Enter the new **341 Meeting Date, 341 Meeting Time and Location** for the Rescheduled 341(a) Meeting.
- Click **Next**.
- STEP 8.** A case confirmation screen displays.
- Click **Next**.
- STEP 9.** The **Docket Text: Final Text** screen displays.
- Click **Next**.
- STEP 10.** The **Notice of Electronic Filing** screen displays.