

**FIRST MEETING CONTINUED (To be used by Panel Trustees)**

This event is for filing 341(a) Meeting Continued minutes on a case by case basis. Use the event **Trustee's 341 Filings** for filing minutes in batch.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **First Meeting Continued**; click [NEXT]
- STEP 5** Select the Party or click **Add/Create New Party**; click [NEXT]
- STEP 7a** Enter the new 341 meeting date, time and location.
- STEP 7b** Place a check in the box next to the event to which your event relates; click [NEXT]
- ☛ *TIP - If only one event exists, CM/ECF will default with a check in the box.*
- STEP 8** *Terminate Deadlines* screen displays. Place a check in the box to terminate the original 341 date; click [NEXT]
- STEP 9** Confirm case name and number; click [NEXT]
- STEP 10** Docket text displays; review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.
- SAMPLE DOCKET TEXT**
- First Meeting Continued (related document name and number) Filed by Test Trustee. 341(a) meeting to be held on [date, time, location]*
- STEP 11** *Notice of Electronic Filing* displays.