

**FIRST MEETING MINUTES**

This is a text only event and does not include a .pdf upload screen. Use this event to e:file individual minutes. Batch filing is available using the *Trustee's 341 Filing* category.

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- STEP 1**      Select **Bankruptcy** from main menu
- STEP 2**      Select **Trustee Events** category
- STEP 3**      Enter case number; click [NEXT]
- STEP 4**      Select **First Meeting Minutes** from drop down menu; click [NEXT]
- STEP 5**      **Select the Party** or click **Add/Create New Party**; click [NEXT]
- STEP 6**      Confirm case information; click [NEXT]
- STEP 7**      Docket text appears; 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 Minutes filed by Test Trustee.*

- STEP 8**      *Notice of Electronic Filing* displays