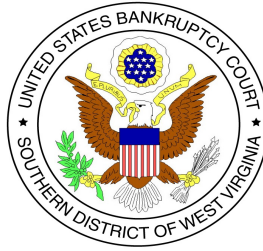


**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

ROBERT C. BYRD U. S. COURTHOUSE
300 VIRGINIA STREET EAST, ROOM 3200
CHARLESTON, WEST VIRGINIA 25301

MARGARET JO PROOPS
Clerk of Court



Telephone: 304-347-3003
Fax: 304-347-3018

June 25, 2008

To: The Bankruptcy Bar

The Bankruptcy Court for the Southern District of West Virginia is implementing an enhancement to the Case Management/Electronic Case Files (CM/ECF) System. This enhancement, Judge/Trustee Assignment, allows attorneys to run a program to assign the trustee and § 341 meeting date immediately after filing a Chapter 7 bankruptcy case. When an attorney runs the Judge/Trustee Assignment program, if he/she has filed more than 1 case assigned to the same division that day, the system will group those cases together when assigning the § 341 meeting dates and times. If an attorney chooses not to use the Judge/Trustee Assignment option after filing his/her cases, the assignment will be run automatically by the system nightly at 11:30 p.m. This nightly run will not group together cases filed by the same attorney when assigning the § 341 meetings dates and times.

The program will be implemented in one division at a time, starting with the Charleston division on July 1, 2008. The implementation dates for each division are listed below.

Charleston	7/01/2008
Huntington	7/10/2008
Bluefield	7/13/2008
Beckley	7/16/2008
Parkersburg	7/23/2008

Attached are step-by step instructions to run the Judge/Trustee Assignment program. Please call the Clerk's Office (304-347-3003) with any questions or problems.

Judge/Trustee Assignment Program

1. File each case.
 2. Upload creditors for each case. (The Judge/Trustee Assignment program will not run for a case in which creditors have not been uploaded.)
 3. File any motions in each case. If a motion to transfer division venue is filed, the Judge/Trustee Assignment program will not include that case; the Clerk's Office will manually assign the trustee and § 341 meeting based upon the requested divisional venue.
 4. When all cases and motions have been filed, click on "Bankruptcy" in the blue menu bar, then "Judge/Trustee Assignment" on the sub-menu that will display below the blue menu bar. After the Judge/Assignment runs, you will receive a confirmation screen listing each case and the assignments made (see Attachment 1).
 5. You will receive electronic notice of the docket entry made for the § 341 meeting, but the email will not contain a pdf of the notice and you will not receive the "free look" of the notice. Once the Court generates the notice, it will be sent by U.S. mail, or by Electronic Bankruptcy Noticing if the attorney is registered for such, and will be available through PACER.
- If you file more than 1 case assigned to the same division in a day, the system will group those cases together when assigning the § 341 meeting dates and times.
 - If you choose not to use the Judge/Trustee Assignment option after filing your cases, the assignment will be run automatically by the system nightly at 11:30 p.m. This nightly run will not group together cases filed by the same attorney when assigning the § 341 meetings dates and times.

ATTACHMENT 1

Judge/Trustee Assignment Confirmation Screen

Southern West Virginia Training Database - Windows Internet Explorer

https://ecf-train.wvsvb.uscourts.gov/cgi-bin/login.pl?317029359052022-L_565_0-1

File Edit View Favorites Tools Help

Southern West Virginia Tr... SuperPages.com

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

This may take a few minutes...Please be patient. A confirmation screen will appear.

341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
8-20066	John Howard Doe	7	Meeting of Creditors to be held on 07/11/2008 at 10:30 AM at U.S. Trustees Meeting Room, Room 2009, Charleston. Discharge/Dischargeability Complaints Due: 09/09/2008. Financial Management Course (Debtor Education) Due: 08/25/2008. Transmitted to BNC	Pearson,RonaldG.	Standish,ArthurM.
8-20067	Jane Alexis Doe	7	Meeting of Creditors to be held on 07/11/2008 at 10:30 AM at U.S. Trustees Meeting Room, Room 2009, Charleston. Discharge/Dischargeability Complaints Due: 09/09/2008. Financial Management Course (Debtor Education) Due: 08/25/2008. Transmitted to BNC	Pearson,RonaldG.	Standish,ArthurM.
8-20068	John Thomas Doe	7	Meeting of Creditors to be held on 07/11/2008 at 11:00 AM at U.S. Trustees Meeting Room, Room 2009, Charleston. Discharge/Dischargeability Complaints Due: 09/09/2008. Financial Management Course (Debtor Education) Due: 08/25/2008. Transmitted to BNC	Pearson,RonaldG.	Standish,ArthurM.
8-50001	Doe & Associates	7	Meeting of Creditors to be held on 07/07/2008 at 09:00 AM at Witness Room, Room 2104, Bluefield. Discharge/Dischargeability Complaints Due: 09/05/2008. Financial Management Course (Debtor Education) Due: 08/21/2008. Transmitted to BNC with Instructio	Pearson,RonaldG.	Graham,H.Lynden

Done Trusted sites 100%