

ChapMobile App User Guide



**United States Bankruptcy Court
Northern District of Mississippi
February 10, 2021**

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Download and Start Using ChapMobile

The ChapMobile App provides quick and easy access to upcoming court hearings and 341 meetings on Apple and Android smartphones and tablets. Search for “chapmobile” to download and install this free app from the Apple App Store or Google Play. ***A list of participating courts will display when the app is opened for the first time. Tap the name of the court you want to select.***

The name of your **Default Court** will appear at the top of the ChapMobile Home Screen. The Home Screen provides access to the following features:

- **Hearing Calendar:** Displays hearing data by judge. Search by Debtor or Case Number.
- **341 Calendar:** Displays 341 meetings by trustee. Search by Debtor, Case Number or Attorney.
- **Attorney Search:** Search by attorney name to view upcoming hearings.
- **My Lists:** Displays personalized lists of Attorneys, Debtors, and Case Numbers for quick access to scheduled hearings and 341 meetings.
- **Locations:** View court hearing locations, contact information and website.
- **Settings:** Reset preferences and view app information.




Tap the seal at the top of the screen to **choose a new Default Court**.

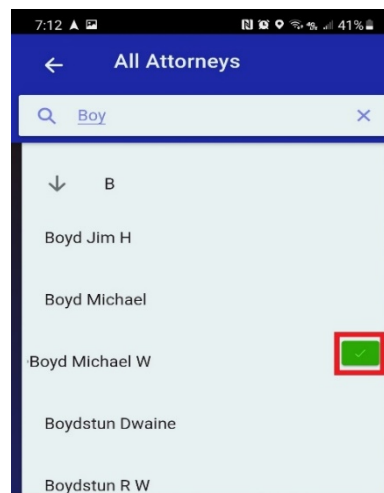
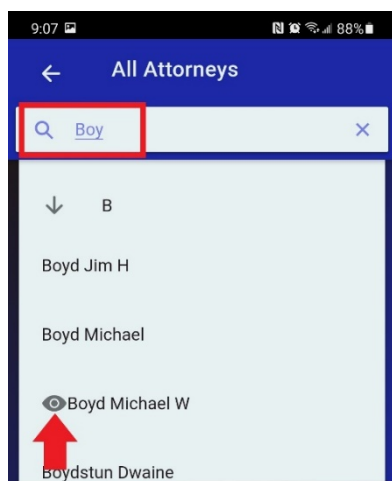


To **access the Home Screen** from other areas, tap the arrow in the top left corner of the screen until the Home Screen appears. Refresh the data at any time by swiping down on the Home Screen in the features area below the Default Court name.

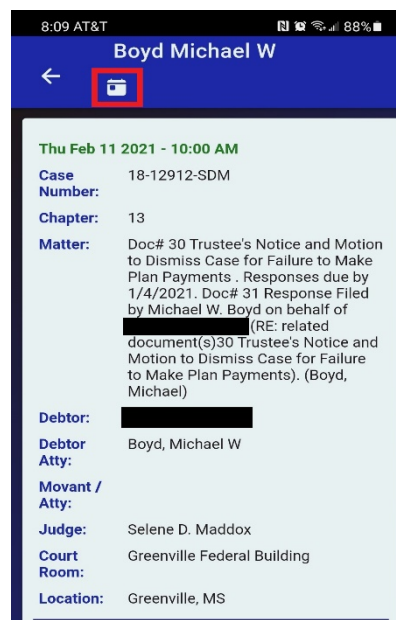
Attorney Search

The Attorney Search allows you to view an attorney's hearings and 341 meetings. Save attorneys to your ("favorites") list maintained in the *My Lists* area for easy tracking.

1. To **search for an attorney**, start typing the last name in the search field or select the first letter of the last name and scroll through the list. To **add the attorney to your personalized ("favorites") list**, swipe the attorney's name to the left and tap the green check mark. The *active hearing icon*  indicates those attorneys with matters on the Hearing Calendar.



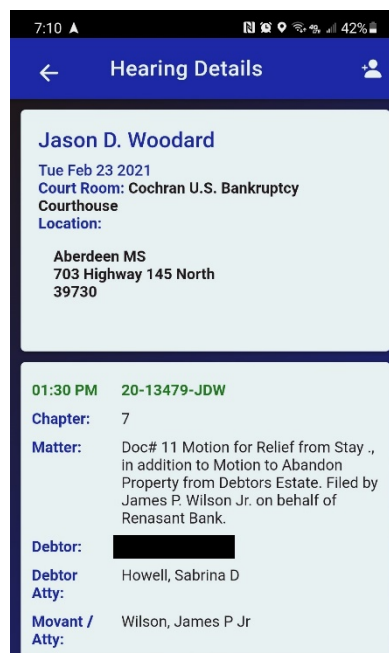
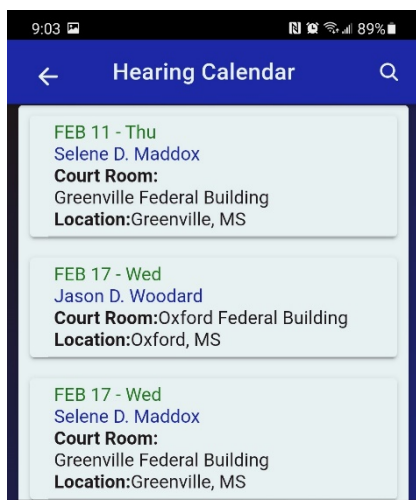
2. To **view the attorney's hearings**, tap his/her name. Once the hearing information displays, tap the *341 Meetings Search* icon at the top of the screen to **view the attorney's 341 meetings**.



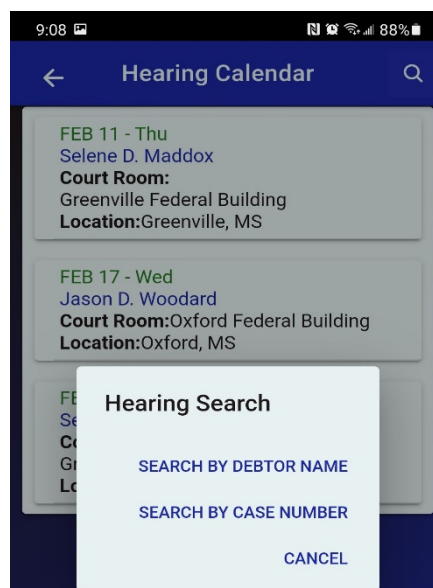
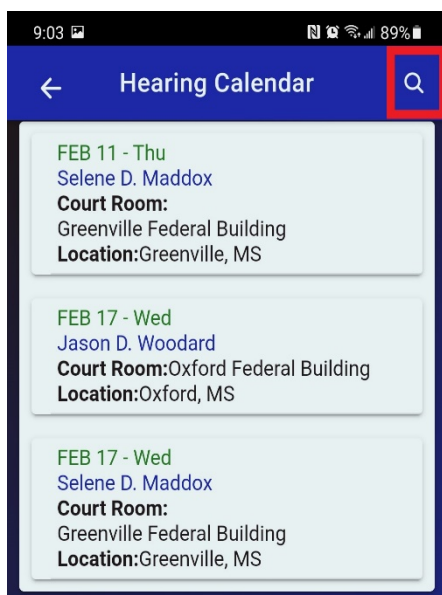
Hearing Calendar

The Hearing Calendar displays 30 days of court calendar information for your Default Court organized by date, judge and location.

1. To **view a Hearing Calendar**, tap the calendar to open and scroll down to view the list of pending matters for that calendar.

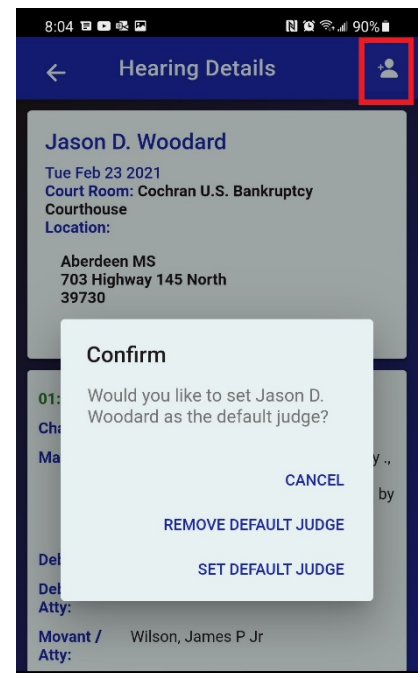


2. To **search by Debtor or Case Number**, tap the search icon in the upper right corner. After you select a search option, start typing the last name or case number in the search field or scroll down the entire list to find the name or case number.



3. To **see only calendars for a specific judge**, open one of the judge's calendars and tap the icon in the upper right corner.

- Tap **Set Default Judge** to choose the current judge as your Default Judge. (You may have multiple Default Judges.)
- Only the calendars for your Default Judge(s) will display in Hearing Calendars until you change this setting.
- Repeat step 3 above and tap **Remove Default Judge** to change this setting. You may also remove a Default Judge selection in the Settings area (see Settings section).



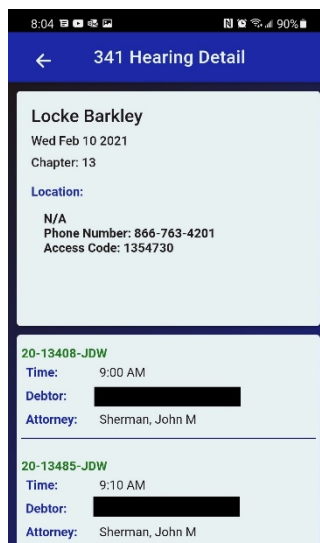
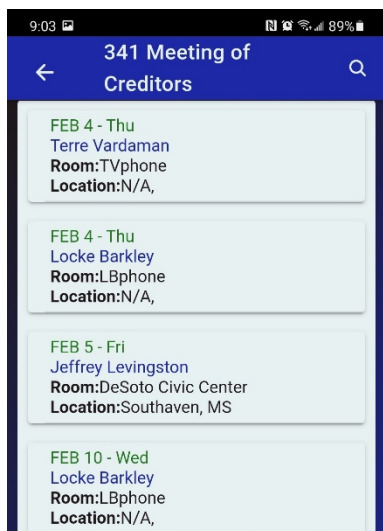
NOTE: Calendar information via ChapMobile is for informational purposes only. Parties should continue to place primary reliance on official notice(s) from the Court and CM/ECF information via PACER.

To update or confirm the status of a scheduled court hearing, contact the Courtroom Deputy for the appropriate Judge. Contact information may be found on the Court's website at <https://www.msnb.uscourts.gov/contact-information>.

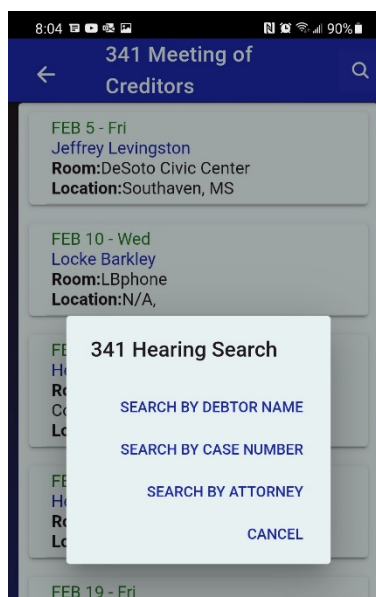
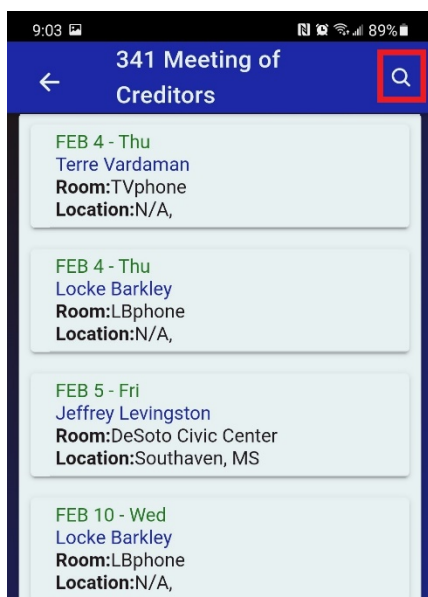
341 Calendar

The 341 Calendar displays 30 days of scheduled 341 meetings organized by date, trustee and location.

1. To **view a 341 Calendar**, tap the calendar to open and scroll down to view the entire list of 341 meetings for that calendar.



2. To **search by Attorney, Debtor, or Case Number**, tap the search icon in the upper right corner. After you select a search option, start typing the last name or case number in the search field at the top or scroll down the list to find the name or case number.



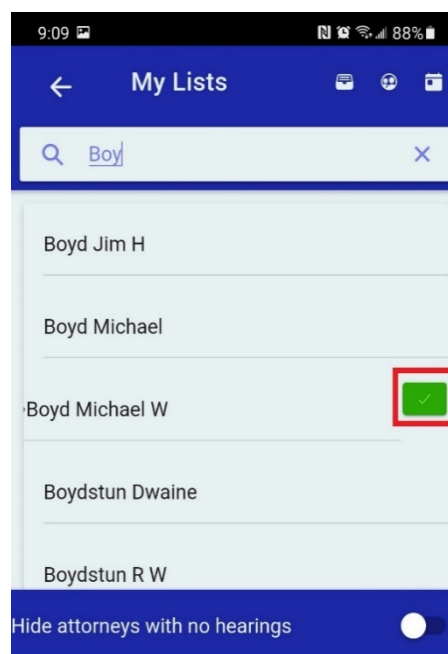
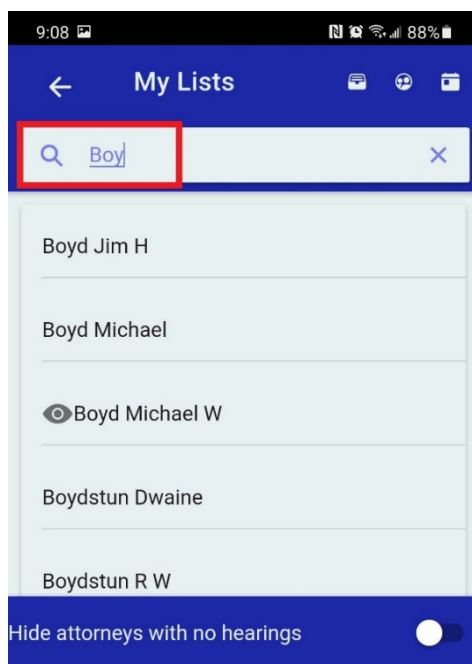
My Lists

The My Lists area stores personalized lists of favorite Attorneys, Debtors and Case Numbers for quick access to scheduled hearings and 341 meetings.

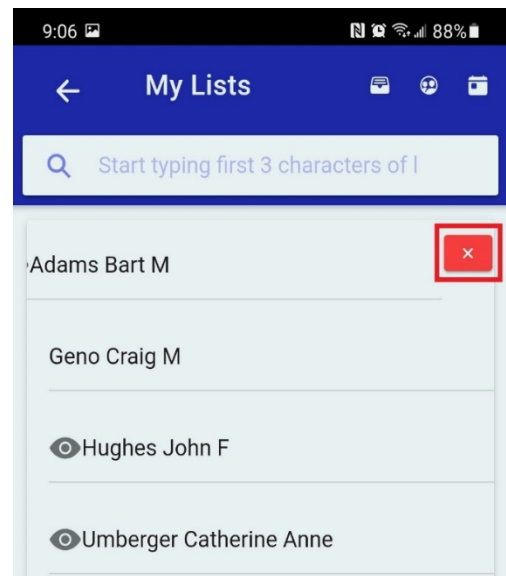
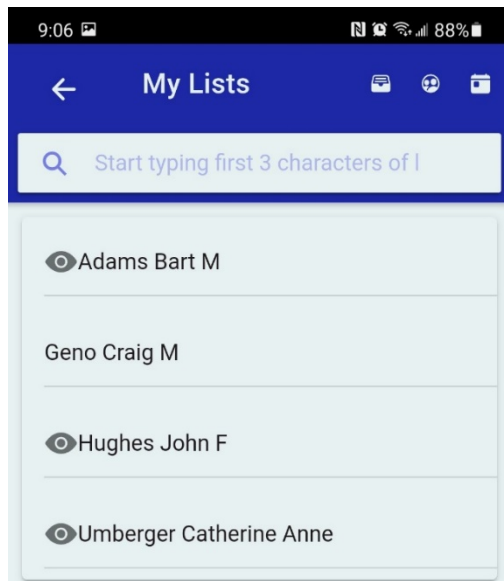
Note: At least one attorney must be added to your list before icons appear to add a Debtor or Case Number.

1. To **Add/Remove Attorneys:**

- a. To add an attorney, start typing the attorney's last name in the search field. Swipe the attorney's name to the left and tap the green check mark. You may also add an attorney from the *Attorney Search* screen (see *Attorney Search* section).

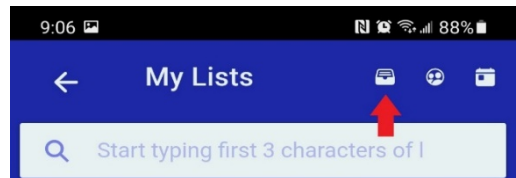


- b. Your list of favorite attorneys will display on the initial *My Lists* screen. To remove an attorney, swipe the attorney's name to the left and tap the red 'X'.

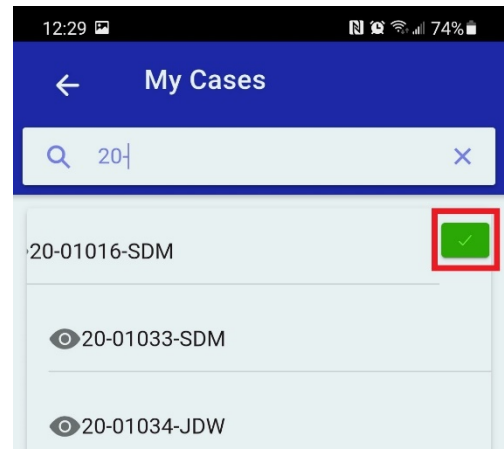
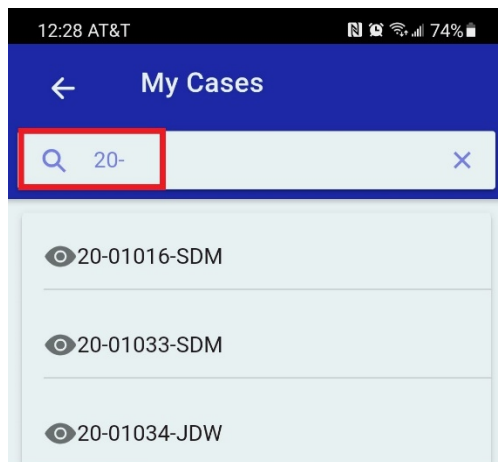


2. To **Add/Remove Case Numbers:**

- a. To add a Case Number, tap the *My Cases* icon at the top of the screen.

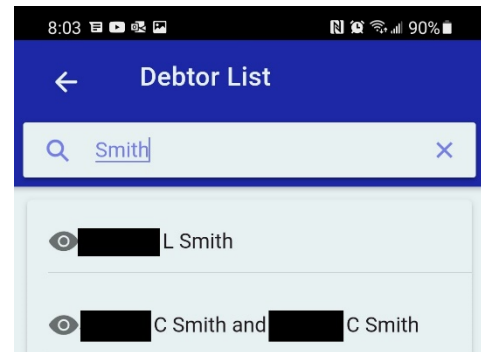
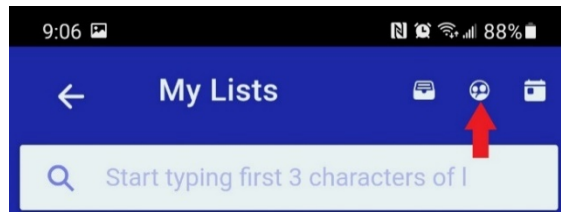


- b. Start typing the case number in the search field. Swipe the case number to the left and tap the green check mark. To remove a Case Number, swipe the case number to the left and tap the red 'X'.




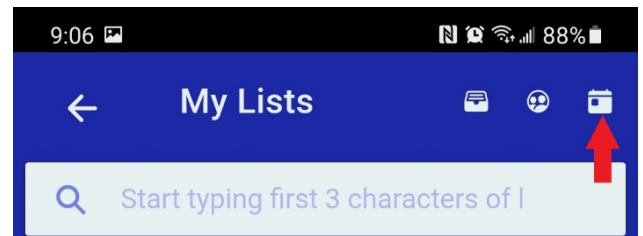
3. To **Add/Remove Debtors:**

- a. To add a Debtor, tap the *Debtor List* icon at the top of the screen. Start typing the debtor's last name. Swipe the debtor's name to the left and tap the green check mark. To remove a Debtor, swipe the debtor's name to the left and tap the red 'X'.



4. To **View Hearings and 341 Meetings for Your Favorites:**

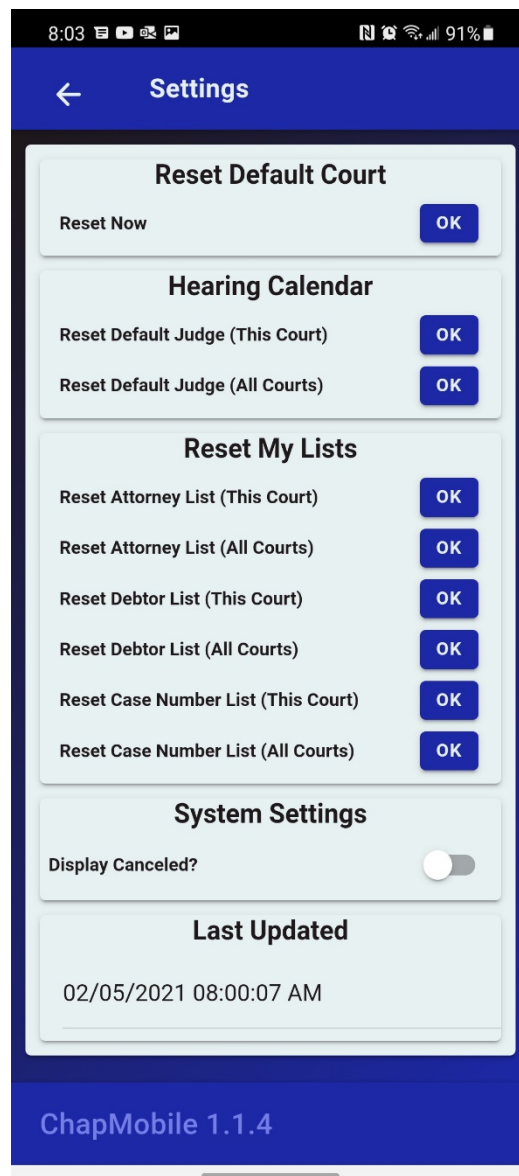
- a. An *active hearing icon*  indicates those Attorneys, Debtors, or Case Numbers with pending matters on the Hearing Calendar. Tap the name or case number to view associated hearing information.
- b. Tap the *341 Meetings Search* icon at the top of the *My Lists* screen to view a list of 341 meetings for those in your personalized lists. Start typing the attorney's last name in the search field to limit the list of 341 meetings displayed by attorney.



Settings

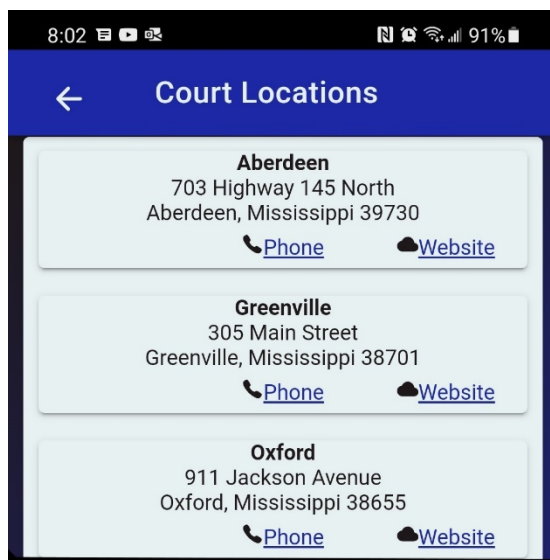
The Settings area may be used to reset (clear out) previously selected preferences for your Default Court, Default Judge(s) and any Attorneys, Debtors or Cases Numbers in the *My Lists* area.

1. **Reset Default Court** – Tap 'OK' to view calendar data for a different court. Choose your new Default Court from the list of participating courts.
2. **Hearing Calendar – Reset Default Judge**
 - **Reset Default Judge (This Court)** – Tap 'OK' to clear out the Default Judge settings for the court currently being displayed in the app.
 - **Reset Default Judge (All Courts)** – Tap 'OK' to clear out the Default Judge settings for all courts.
3. **Reset My Lists** – Tap 'OK' to clear out your personalized list of **Attorneys, Debtors, or Case Numbers** currently being displayed in the *My Lists* area.
 - Choose the '(This Court)' option to clear settings for the court currently being displayed in the app.
 - Choose the '(All Courts)' option to clear settings for all courts.
 - *See the My Lists section for instructions on how to add or remove one selection at a time.*
4. **System Settings** – Tap to display canceled hearings along with active hearings on the Hearing Calendar. This setting is not retained when a new Default Court is selected or when the app is closed.
5. **Last Updated** – Displays the date and time the app data was last updated.



Locations

The Locations area displays the courthouse locations where hearings are held, the court's phone number, and a link to the court's website. The U. S. Bankruptcy Court for the Northern District of Mississippi is located in Aberdeen, Mississippi. While court proceedings are held in other locations, there are no divisional offices for the Court.



Additional Information

The calendar information in the ChapMobile App is updated from CM/ECF data in approximately 10-minute intervals. The transaction must be completed in CM/ECF and included in an interval update before the change is depicted in the app. As such, the information may not always be a true "real-time" depiction.

The ChapMobile App was developed by the U. S. Bankruptcy Court for the District of Utah and is designed to work with participating courts. Additional information, including short instructional videos, may be found on the Utah Bankruptcy Court's [ChapMobile webpage](#) or that court's [YouTube Channel](#).