ChapMobile User Guide S.D. Mississippi Bankruptcy Court



The ChapMobile application is provided as a convenience to the public and for informational purposes only.

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Introduction

The Chap Public Mobile Calendar App (ChapMobile) is a **free** mobile application that provides instant access to court hearing and 341 meeting information. The app is available on an Apple or Android mobile device.

The app allows the user to:

- Create a list of favorite attorneys and cases to quickly view upcoming hearings and 341 meetings.
- View court hearing calendars for all judges or a specific judge (for a range of days).
- Search hearings by Attorney, Debtor, or Case Number.
- View 341 Meetings by Trustee (for a range of days).
- Search 341 Meetings by Attorney, Debtor, or Case Number.
- View court hearing locations and contact information.
- Navigate to another courts' Public Mobile Calendar.

<u>Disclaimer</u>

The ChapMobile application is provided for informational purposes only. Parties should rely on official notices issued by the Court to determine the date, time, and location/telephonic status of a court hearing or 341 meeting.

Parties should contact the Clerk's Office regarding any discrepancies involving matters listed in the mobile application.

Jackson Office	Gulfport Office
601-608-4600	228-563-1790

Getting Started

Downloading the App

The ChapMobile app is free and available for both Apple (iOS) and Android smartphones and tablets. The app is available for download from <u>Apple's App Store</u> or <u>Google Play</u> <u>App Store</u>. To find the app at either store, search for "chapmobile".

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Figure 1 - Apple Store



Figure 2 - Google Play

Opening the App for the First Time

When the user opens the app for the <u>first</u> time, the **All Courts** page will display.

Set a Default Court

On the All Courts page, tap Mississippi Southern Bankruptcy Court (Figure 1) to access the calendars for Mississippi Southern Bankruptcy Court and set the court as the default court.

The app opens the court's Home Page (Figure 2).



To Change the Default Court

- 1. On the **Home Page**, tap the court seal (**Figure 1**).
- 2. Tap Reset Default Court (Figure 2).
- 3. The app will refresh and display the **All Courts** page (**Figure 3**).
- 4. Select another court.



Refresh ChapMobile Data

To refresh the data in ChapMobile, swipe down on the **Home Screen**.



Home Screen

The Home Screen has six portals:

- 1. Hearing Calendar View upcoming court hearing calendars.
- 2. **341 Calendar** View upcoming 341 meeting calendars.
- 3. **My Lists** Create a personalized list to track hearings and 341 meetings for the same cases and attorneys.
- 4. Attorney Search Find court hearings for a specific attorney.
- 5. Locations View the court's hearing locations and contact information.
- 6. **Settings** Reset personalized preferences and view the date and time the app was last updated.



My Lists

The **My Lists** portal allows the user to create personalized lists to track court hearings and 341 meetings for the same cases and attorneys.

Add an Attorney

- 1. On the Home Screen, tap My Lists (Figure 1).
- In the search field, type the first three characters of the attorney's last name. When the name appears, swipe left on the name (Figure 2) and tap the green check (Figure 3).
- 3. The app saves the attorney to the list (**Figure 4**). Repeat the above steps to add another attorney to the list.

<u>Note</u>: The oicon next to a name indicates that the attorney has a scheduled hearing on a court calendar.

Figure 1	Figure	2	Figure 3	Figure 4
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Locations Settings	123 🚇 space	return	123 🚇 space return	
	•	Q	•	Hide attorneys with no hearings

View Hearings for an Attorney:

- 1. On the **My Lists** page, tap the attorney's name (**Figure 1**).
- 2. The app displays the attorney's scheduled hearings, for a 30-day period. Scroll up/down to view the hearings (**Figure 2**).



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Display Only Attorneys with Scheduled Hearings:

- 1. At the bottom of the **My Lists** screen, tap the "Hide attorneys with no hearings" toggle button (Figure 1).
- 2. The app will refresh and display only the attorneys with scheduled hearings (Figure 2).



Figure 2

Remove an Attorney

- 1. On the Home Screen, tap My Lists (Figure 1).
- 2. Swipe left on the name of the attorney you want to remove from the list (**Figure 2**) and tap the red "x" (**Figure 3**).
- 3. The app will refresh and remove the attorney from the list (Figure 4).

Figure 1	Figure 2	Figure 3	Figure 3		Figure 4	
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Hearing Calendar Alt Calendar Atty List Locations Locations	Ash Jordan L Rollins Thomas Carl	Ash Jordan L Rollins Thomas Carl		Ash Jordan L	8	
	Hide attorneys with no hearings	Hide attorneys with no hearings	•	Hide attorneys with no hearings	•	

Add a Case

- 1. On the Home Screen, tap My Lists (Figure 1).
- 2. The app opens the My Lists page. Tap the **My Cases** icon **(Figure 2**).
- 3. Start typing the case number in the search field. When the case number displays, swipe left on the number (**Figure 3**) and tap the green check (**Figure 4**).
 - Important the app displays cases that have upcoming court hearings within the next 30 days.
- 4. The app saves the case number to the list (Figure 5).



Remove a Case

- 1. On the Home Screen, tap My Lists (Figure 1).
- 2. The app opens the **My Lists** page. Tap the **My Cases** icon **(Figure 2**).
- 3. Swipe left on the case number (Figure 3) and tap the red "x" (Figure 4).
- 4. The app will refresh and remove the case number from the list (Figure 5).



Add a Debtor

- 1. On the Home Screen, tap My Lists (Figure 1)
- 2. The app opens the **My Lists** page. Tap the **Debtor List** icon ⁽¹⁾. (**Figure 2**).
- 3. Start typing the debtor's name in the search field. Important the app displays only the debtors that have an upcoming hearing within the next 30 days. (**Figure 3**).
- 4. When the debtor's name appears, swipe left on the name (**Figure 3**) and tap the green check (**Figure 4**).
- 5. The app saves the debtor to the list (Figure 5).



Remove a Debtor

- 1. On the Home Screen, tap My Lists (Figure 1).
- 2. The app opens the My Lists page. Tap the **Debtor List** icon (Figure 2).
- 3. Swipe left on the debtor's name (Figure 3) and tap the red "x" (Figure 4).
- 4. The app will refresh and remove the debtor's name from the list (Figure 5).



Find a 341 Calendar for Attorney in My Lists

- 1. On the Home Screen, tap My Lists (Figure 1).
- 2. The app will open the My Lists page. Tap the 341 Meeting icon 📮 (Figure 2).
- 3. The app displays the 341 meetings (for a 30-day period) for the attorneys saved to My Lists (**Figure 3**).



Hearing Calendar

The **Hearing Calendar** portal allows the user to quickly view hearing calendars for a 30day period.

View Hearing Calendars

- 1. On the Home Screen, tap Hearing Calendar (Figure 1).
- 2. The app opens the **Hearing Calendar** page. Hearing Calendars are organized by hearing date, judge, courtroom / location (**Figure 2**).



Figure 1

Figure 2

View a Specific Hearing Calendar

- 1. On the **Hearing Calendar** page, tap a calendar entry for a specific judge, hearing date, and location (**Figure 1**).
- 2. The app opens the **Hearing Details** page. The hearing judge, hearing date, court room, and hearing location display at the top of the screen (**Figure 2**).
- 3. Scroll up/down to view the matters set for hearing on that particular day (Figure 3).



A plus icon displayed next to a moving or an opposing counsel's name indicates more attorneys represent the party (**Figure 4**). To expand the list of attorneys, tap the plus icon . To minimize the list, tap the minus icon (**Figure 5**).

Figure 4 Figure 5 11:02 11:03 Hearing Details 2 Hearing Details -2 10:30 AM 18-51929-KMS 10:30 AM 18-51929-KMS Chapter: 13 13 e of Postpetition Mort penses, and Charges (Cli h Certificate of Service F or U.S. Bank National penses, and Charges (Claim th Certificate of Service Filed # 1.43 or U.S. Bank Nat not in its individ / but solely as Trustee for th st 2018-R6 Mortgage-Back Series 2018-R6. (doc) in filed by the Debtor (Dkt. esponse filed by Creditor (Dkt tion (Dkt Debto Atty: Atty es. Bradlev P

Set a Default Judge

To view the hearing calendars for a specific judge(s):

- 1. On the Home Screen, tap Hearing Calendar (Figure 1).
- 2. On the **Hearing Calendar** page, tap a calendar entry for the judge you want to add as a default judge (**Figure 2**).
- 3. On the **Hearing Details** page, tap the judge icon **(Figure 3**), then tap **Set Default Judge** (Figure 4).



- 4. To add another default judge, tap the back arrow <u>once</u> (Figure 5), then tap a calendar entry for the next judge you want to add as a default judge (Figure 6).
- 5. On the **Hearing Details** page, tap the judge icon **(Figure 7**), then tap **Set Default Judge** (Figure 8).
- 6. To return to the Home Screen, tap the back arrow twice (Figure 9).



The next time the user app opens the **Hearing Calendar** page, only the calendars for the default judge(s) will display.

Remove a Default Judge

To remove a judge from the default calendar view:

- 1. On the Home Screen, tap Hearing Calendar (Figure 1).
- 2. On the **Hearing Calendar** page, tap a calendar entry for the judge you want to remove as a default judge (**Figure 2**).
- 3. The app opens the **Hearing Details** page. Tap the judge icon **(Figure 3**), then tap **Remove Default Judge** (**Figure 4**).



To revert to displaying hearing calendars for <u>all</u> judges:

- 1. On the Home Screen, tap Settings (Figure 5).
- 2. Under the **Hearing Calendar** section, tap **OK** next to the **Reset Default Judge (This Court)** option. The app will display a confirmation message. i.e., *Default judges were reset for mssb* (**Figure 6**).

The next time the user opens the **Hearing Calendar** page, the hearings calendars for <u>all</u> judges, for the default court, will display.



341 Calendar

The 341 Calendar displays 341 meetings scheduled for a 30-day period.

View a 341 Calendar

- 1. On the Home Screen, tap 341 Calendar (Figure 1).
- 2. The app opens the **341 Meeting of Creditors** page. 341 meeting calendars are organized by meeting date, trustee, meeting room, and meeting location (**Figure 2**).



View a Particular 341 Calendar

- 1. On the **341 Meeting of Creditors** screen, tap a calendar entry for a specific trustee and meeting date (**Figure 1**).
- 2. The app opens the **341 Hearing Detail** screen displaying the trustee, meeting date, case chapter, and meeting location at the top of the screen (**Figure 2**).
- 3. Scroll up/down to view the trustee's 341 meetings scheduled for that day (Figure 3).



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Find a 341 Calendar

Search by Debtor

- 1. On the Home Screen, tap 341 Calendar (Figure 1).
- The app opens the 341 Meeting of Creditors screen. Tap the magnifying glass icon
 (Figure 2), then tap Search By Debtor Name (Figure 3).
- 3. A list of debtors with upcoming 341 meetings scheduled within a 30-day period will populate (**Figure 4**).
- 4. Start typing the debtor's name you are looking for in the search field. When the debtor's name appears, tap the name (**Figure 5**).
- 5. The debtor's 341 meeting information is displayed. The debtor's name shows at the top of the screen, and the meeting details are directly below the name (**Figure 6**).





Search by Case Number

- 1. On the Home Screen, tap 341 Calendar (Figure 1).
- 2. The app opens the **341 Meeting of Creditors** screen. Tap the magnifying glass icon **(Figure 2)**, then tap Search by Case Number (**Figure 3**).
- 3. A list of case numbers with upcoming 341 meetings for a 30-day period will populate (**Figure 4**).
- 4. Start typing the case number you are looking for in the search field. When the case number appears, tap the number (**Figure 5**).
- 5. The 341 meeting information displays. The case number is at the top of the screen and the meeting details are directly below the case number (**Figure 6**).



Search by Attorney

- 1. On the Home Screen, tap 341 Calendar (Figure 1).
- 2. The app opens the **341 Meeting of Creditors** page. Tap the magnifying glass icon **(Figure 2)**, then tap **Search by Attorney (Figure 3)**.
- 3. A list of attorneys with upcoming 341 meetings for a 30-day period will populate (**Figure 4**).
- 4. Start typing the attorney's name you are looking for in the search field. When the attorney's name appears, tap the name (**Figure 5**).
- 5. The attorney's upcoming 341 meetings for a 30-day period will display. Scroll up/down to view the 341 scheduled meetings (**Figure 6**).



Attorney Search

The Attorney Search portal allows the user to view upcoming matters that an attorney is scheduled to appear.

- 1. On the Home Screen, tap Attorney Search (Figure 1).
- 2. The app opens the **All Attorneys** page. Search options:
 - (a) Tap the arrow icon → next to a letter to expand the list (**Figure 2**) and scroll up/down to find the attorney's name (**Figure 3**); or
 - (b) In the search field, type a few letters of the attorney's last name. When the attorney's name appears, tap the name (**Figure 4**).
- 3. The app will refresh and display the attorney's court hearings for a 30-day period (**Figure 5**).



Locations

The Locations portal displays the court's hearing locations and provides links to call the court and visit the court's website.

- 1. On the Home Screen, tap Locations (Figure 1).
- 2. The app opens the **Court Locations** page providing a list of hearing locations and links to contact the court (**Figure 2**).
 - To call the court, tap the phone link
 Phone
 - To visit the court's website, tap the website link Website .



Settings

The Settings page allows the user to reset personalized preferences and view the date and time the app was last updated.

Reset Default Court

Reset Now. Tap OK to change the default court to a different court.

Hearing Calendar

Reset Default Judge (This Court). Tap **OK** to see all judges' hearing calendars for the default court.

Reset Default Judge (All Courts). Tap **OK** to see all judges' hearing calendars for all courts.

Reset My Lists

Reset Attorney List (This Court). Tap **OK** to remove all favorite attorneys, on the My Lists page, for the default court.

Reset Attorney List (All Courts). Tap **OK** to remove all favorite attorneys, on the My Lists page, for all courts.

Reset Debtor List (This Court). Tap **OK** to remove all favorite debtors, on the My Lists page, for the default court.

Reset Debtor List (All Courts). Tap **OK** to remove all favorite debtors, on the My Lists page, for all courts.

Reset Case Number List (This Court). Tap **OK** to remove all favorite case numbers, on the My Lists page, for the default court.

Reset Case Number List (All Courts). Tap **OK** to remove all favorite case numbers, on the My Lists page, for all courts.



System Settings

By default, the app does not display hearings removed (canceled/stricken) from the court calendar.

To display both scheduled and canceled hearings, the user must turn on the option **under System Settings**:

- 1. On the Home Screen, tap Settings (Figure 1).
- 2. Under the **System Settings** section, tap the **Display Canceled?** toggle button (**Figure 2**). The toggle button slides to the right and changes to green (**Figure 3**).
- 3. The next time the user accesses the **Hearings Details** page, both scheduled and canceled hearings will display. Hearings removed from the court calendar will have the word CANCELED below the time and case number and the hearing details will have a strike through font (**Figure 4**).



Last Updated

Displays the date and time the app data was last updated.

