

Automatic Judge/Trustee Assignment (AJTA) In CM/ECF

Functionality is available in [CM/ECF](#) for attorneys representing debtors to run the **Automatic Judge/Trustee Assignment (AJTA)** module when filing a new bankruptcy case. Running AJTA in this manner will allow an attorney filer to immediately download a mailing matrix from [CM/ECF](#) that includes the case trustee (*with the exception of Chapter 7 cases filed in Augusta and Savannah and all Chapter 11 cases*). **Please note:** this functionality does not affect the random judge/trustee assignment used by the Clerk's Office; rather, it just allows the assignment to occur faster.

Attorneys should ensure that creditors have been uploaded into CM/ECF for the bankruptcy case before using the mailing matrix as part of a Certificate of Service for a Chapter 13 Plan.

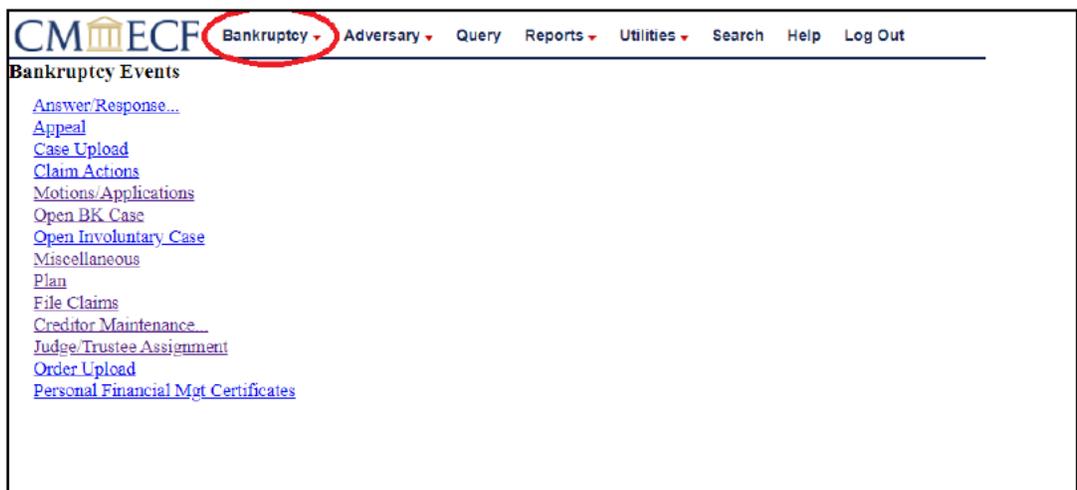
For attorneys who do not opt to run the AJTA manually, the Clerk's Office will continue to run AJTA at minute 0:02:00 of every hour, Monday through Friday, from 6:00 AM to 6:00 PM.

Requirements for Running AJTA:

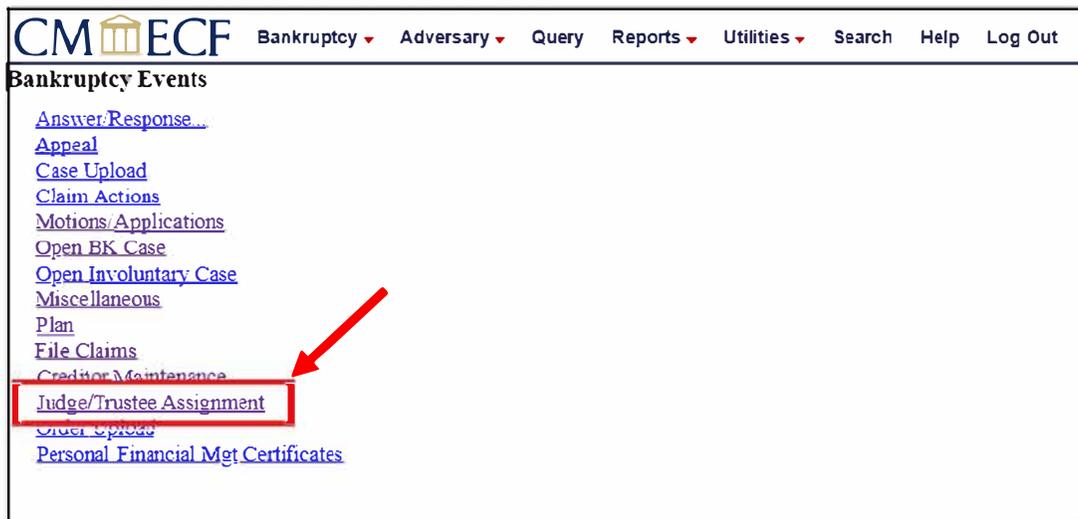
- A petition must be filed in [CM/ECF](#) before AJTA can run.
- The same username/login that files the case must run AJTA; any other username/login attempting to run AJTA for that case will receive an error message.

How to Run AJTA:

STEP 1 Log in to [CM/ECF](#) and click **Bankruptcy** on the main menu bar. The **Bankruptcy Events** screen will display:



STEP 2 Click Judge/Trustee Assignment:



STEP 3 A message will appear at the top of the screen – “*This may take a few minutes...Please be patient. A confirmation screen will appear.*” Wait for the process to complete, and the case will appear showing the assigned judge and trustee (341 Meeting, Confirmation Hearing, Docket Date, and Reasons Skipped will normally be left blank):



Once the above screen appears, the process is complete.

NOTE: There is a known issue in NextGen that if a Filing Agent executes AJTA on behalf of Attorney A, then toggles to act on behalf of Attorney B, AJTA will not execute for cases filed by Attorney B because AJTA still thinks the Filing Agent is acting on behalf of Attorney A. AJTA only recognizes the attorney that ran AJTA first. As a workaround, after executing AJTA for cases filed by Attorney A, the Filing Agent should log out and clear browsing history. The Filing Agent should then log in, select Attorney B, then execute AJTA for cases filed by Attorney B.

*****For questions regarding this functionality, please call the Clerk's Office in Savannah at 912-650-4100 and request Courtney Neibel.*****