JUDGE/TRUSTEE ASSIGNMENT (JTA) IN CM/ECF

Functionality is available in CM/ECF for debtors' attorneys to run the Judge/Trustee assignment (JTA) module when filing new bankruptcy cases. Running JTA in this manner will allow an attorney filer to immediately download a mailing matrix from CM/ECF that includes the case trustee. **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 JTA assignment manually, the Clerk's Office will continue to run JTA at the top and half of every hour.

Requirements for running JTA:

1. A petition must be filed in CM/ECF before JTA can run.
2. The same CM/ECF user login that files the case must run JTA; any other CM/ECF user login trying to run JTA for the case will receive an error message.

How to run JTA:

- Click **Bankruptcy** on the blue main menu bar in CM/ECF.
- The Bankruptcy Events screen displays.
- Click **Judge/Trustee Assignment**.
- The 341 Judge and Trustee screen displays. 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
18-10001	Alice Anderson	13	*blank*	Barrett, Susan B	Huon Le
18-10002	Bob Browning	13	*blank*	Barrett, Susan B	Huon Le

- Once the above screen appears, the process is complete.

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