**JUDGE/TRUSTEE ASSIGNMENT ("JTA")**

Functionality is now available within CM/ECF for debtors' attorneys to run the judge/trustee assignment (JTA) when they file new cases. Running JTA manually in this manner will allow an attorney filer to immediately download a mailing matrix that includes the assigned case trustee. 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 creditors have been uploaded in the case before using the matrix as part of their Certificate of Service for the Chapter 13 Plan.*

For attorneys who do not opt to run the JTA assignment manually, the court will continue to run JTA at the top and half of every hour.

Requirements for running JTA:

1. A petition must be filed before JTA can run.
2. The same login that files the case must run JTA. Any other login trying to run JTA will

receive an error message.

How to run JTA:

* Click on the **Bankruptcy** hyperlink on the CM/ECF blue main menu bar.
* The Bankruptcy events screen displays.
* Click on the **Judge/Trustee Assignment** hyperlink.
* 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 Lainie Saul.