



CHAPMobile User Guide

Created by James E. Fleming, Systems Manager, NYNB
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CHAPMobile User Guide

Introduction

The CHAP Public Mobile Calendar App (CHAPMobile) displays public Court Calendar data and 341 hearings, viewable anytime, anywhere. It provides a fast and easy mechanism to view court public calendars and 341 meetings, and gives individual attorneys and trustees the ability to view their upcoming hearings within the court.

With the CHAPMobile app, you can

- View each judge's hearing calendar (for a range of days);
- Search hearings by Attorney, Debtor, and Case Name;
- View 341 Meetings by trustee (for a range of days);
- View court locations and contact information;
- Create your own settings for courts, judges, and attorney groups;
- Navigate to another participating court's CHAPMobile application.

Downloading the CHAPMobile App

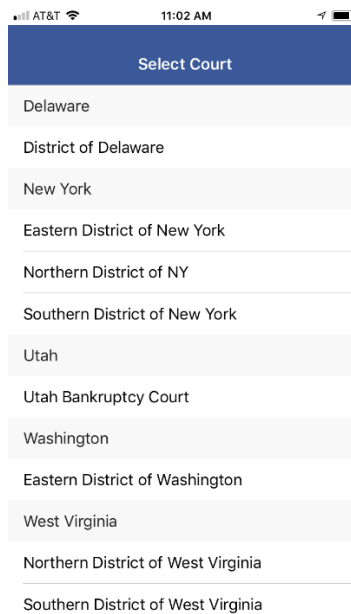
The CHAPMobile app is available for free for both Apple and Android smartphones and tablets, and can be downloaded from Apple's App Store or Google Play. To find the app at either store, search for 'chapmobile'. The following is a screenshot of the CHAPMobile app in the Apple App Store:



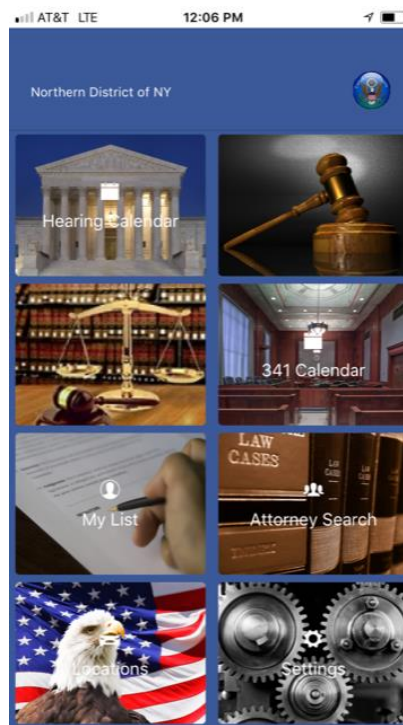
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Opening CHAPMobile for the First Time

Upon opening CHAPMobile for the first time, you will see the “Select Court” page:



Select the appropriate court. CHAPMobile will then bring you to the main screen comprised of six areas: Hearing Calendar, 341 Calendar, My List, Attorney Search, Locations, and Settings:

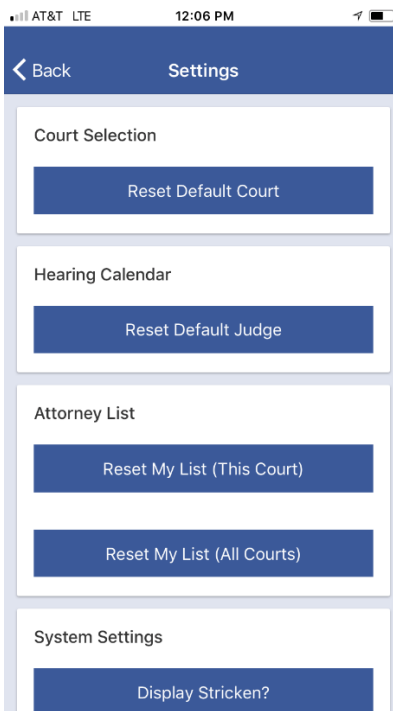


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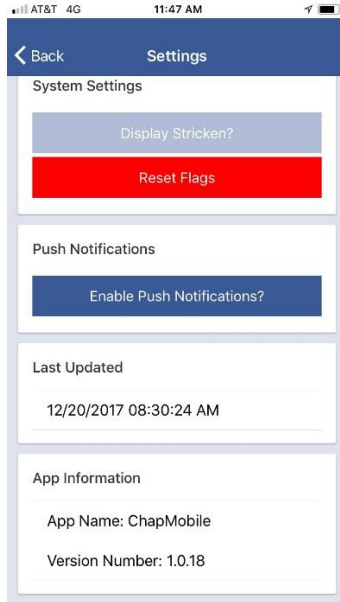
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Settings

Tapping the Settings area will bring you to the Settings screen. The Settings screen gives you the opportunity to choose settings that will determine the information displayed in CHAPMobile.



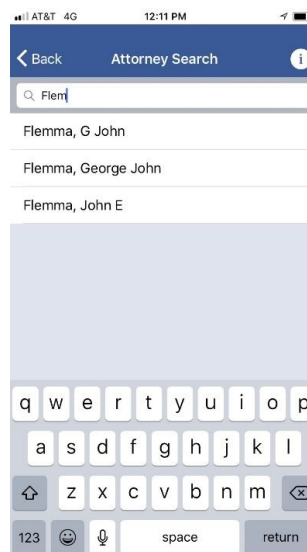
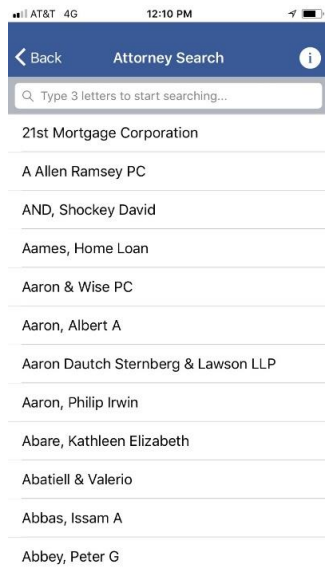
In the **Court Select** area, you can change the court whose calendar information you are configured to access by tapping the Reset Default Court bar. In the **Hearing Calendar** area, tapping the Reset Default Judge bar provides you the option of selecting a judge from the court whose calendar information you wish to view. The **Attorney List** area will be discussed later in this document. Tapping the Display Stricken bar in the **System Settings** area allows you to view matters that have been removed from a hearing calendar. Once you have chosen to display stricken matters, you can revert to suppressing stricken matters from appearing on a hearing calendar by tapping Reset Flags.



The **Push Notifications** area is still under development and will become available in a future release of the CHAPMobile app. The **Last Updated** area displays the date and time that the selected court's data was updated in the CHAPMobile app. The **App Information** area displays the version of the CHAPMobile app you are currently using.

Attorney Search

In the Attorney Search area, you can view the upcoming matters on which you or another attorney are scheduled to appear. An attorney can be selected either by scrolling the list of attorneys appearing on the Attorney Search screen, or by entering a minimum of three letters from the attorney's name in the search field.



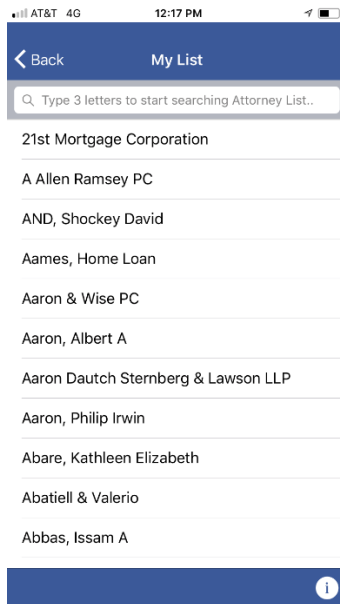
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Tap on the desired name appearing in the list.

My List

The My List area is similar to the Attorney Search area. However, the My List area provides you with the ability to create a list of attorneys – including yourself, if desired – whose calendar matters you wish to follow.

To create a list, scroll down the list of attorneys appearing on the My List screen or enter a minimum of three letters from the attorney's name in the search field.

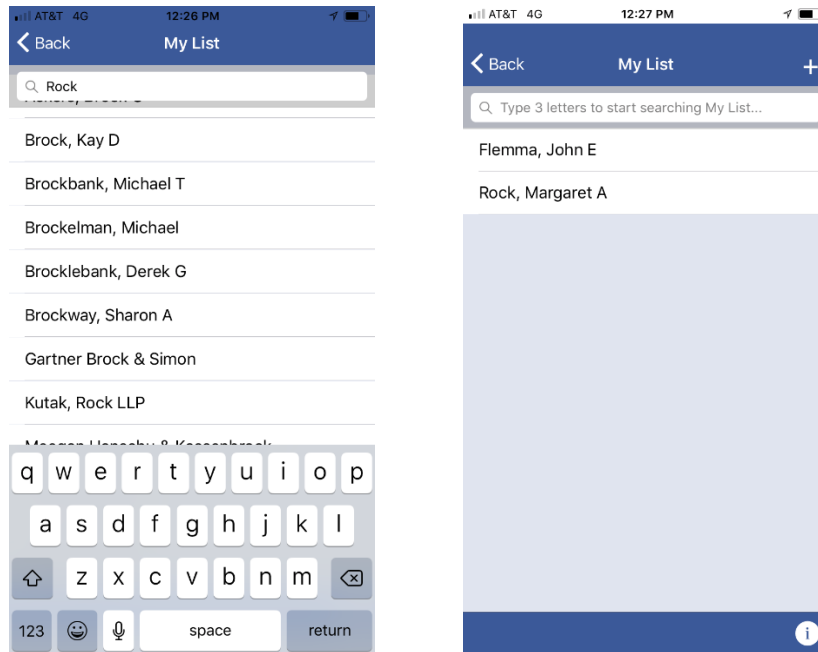


Tap on the name of the attorney you wish to add to your list.

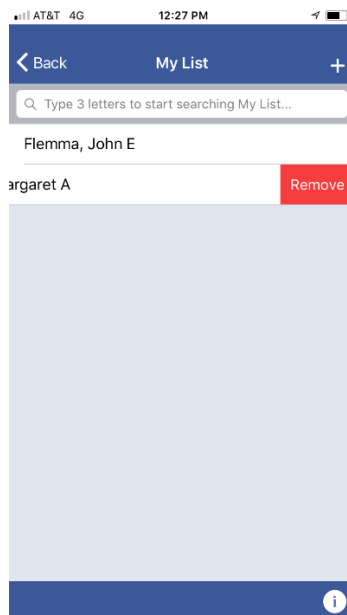


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To add another attorney to the list, tap the '+' sign in the upper right corner of the My List screen. Find the attorney in the list, then tap the attorney's name.

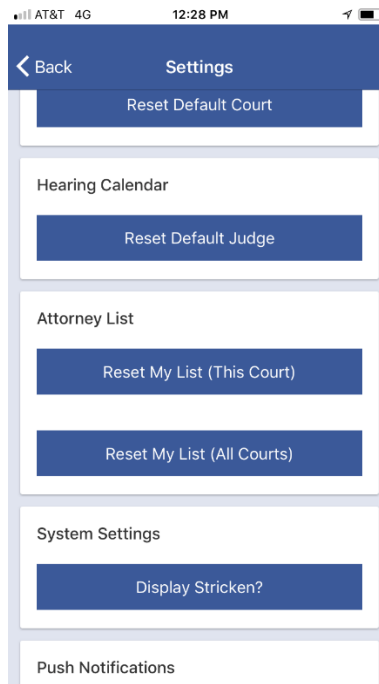


To view scheduled hearing calendar matters for an attorney in your list, tap the attorney's name. To return to your list, tap <Back appearing in the upper left corner of the My List screen. To remove an attorney from your list, swipe the attorney's name from right to left.



Tap the Remove button. If you wish to remove all of the attorneys appearing on your list, you can swipe and tap the Remove button for each name, or you can tap <Back in the

upper left corner of the My List screen, tap the Settings area, and then tap Reset My List (This Court) in the Attorney List area of the Settings screen.



Hearing Calendar

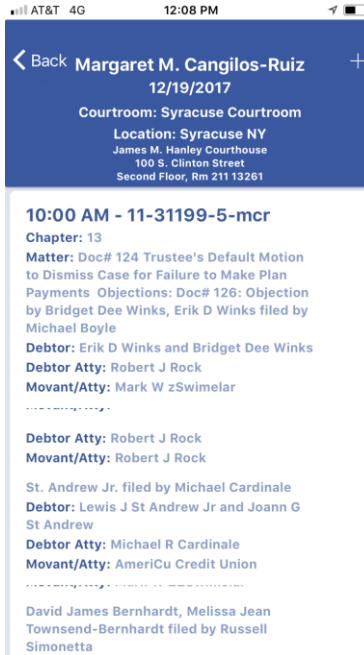
To view upcoming hearing calendars, tap the Hearing Calendar area.



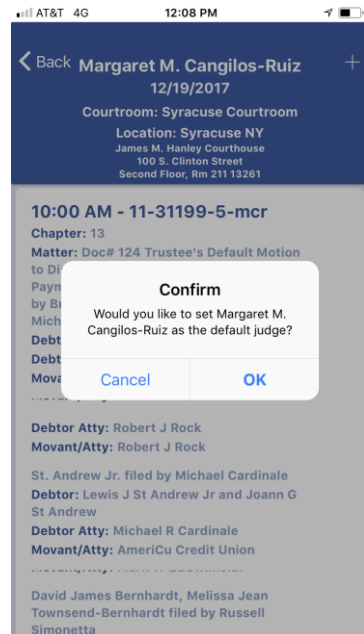
To view a particular hearing calendar, tap the calendar listed on the Hearing Calendar screen.

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Tap <Back in the upper left corner of the calendar to return to the Hearing Calendar screen. To see only the calendars for a specific judge, tap on a calendar for the judge. Once the calendar is displayed on the screen, tap the '+' in the upper right corner of the calendar screen. You will receive a prompt to Confirm the selection of that judge as your default judge.



Tap OK. When you are redirected back to the Hearing Calendar screen, only the calendars for your default judge will appear. To revert to seeing calendars for all of the judges, tap <Back in the upper left corner of the Hearing Calendar screen, then tap the

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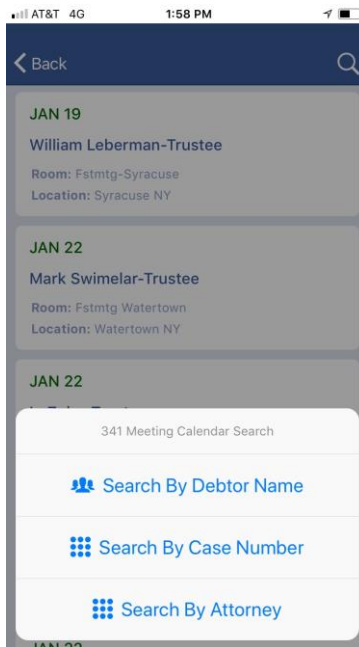
Settings area. On the Settings screen in the Hearing Calendar area, tap the Reset Default Judge bar. When you return to the Hearing Calendar screen, the calendars for all of the judges will appear.

341 Calendar

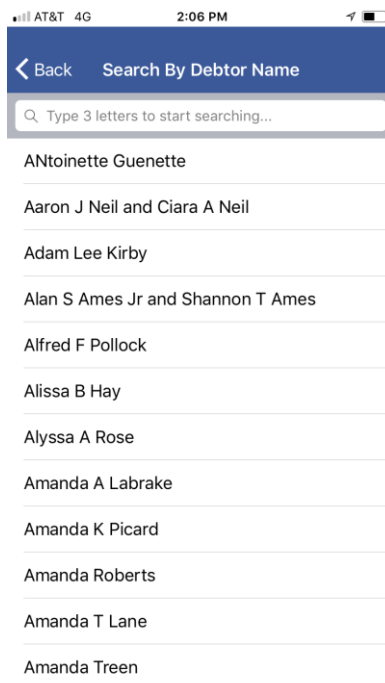
Tap the 341 Calendar area on the main screen to see a list of scheduled 341 calendar dates.



Tap a 341 calendar appearing on the Meeting of Creditors screen to view all scheduled 341 meetings assigned to the trustee for that specific date. You can also search for a particular debtor, case number, or attorney by tapping the magnifying glass in the upper right corner of the Meeting of Creditors screen.



To search for 341 meeting information for a debtor, tap Search By Debtor Name. On the Search By Debtor Name screen, you can scroll down the list to find the name you are looking for, or you can search for the debtor by entering a minimum of the first three letters of the debtor's last name.



Tap the debtor's name to display 341 meeting information.

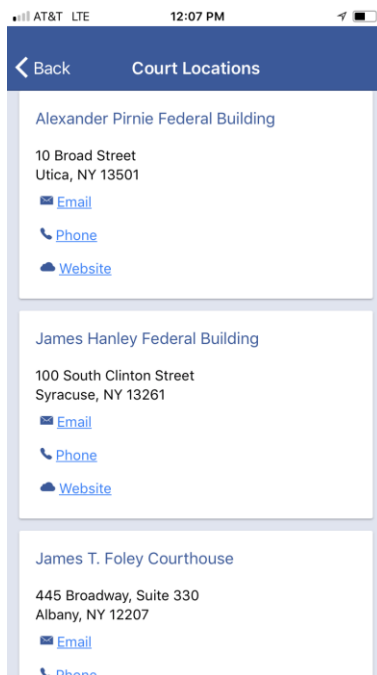
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To search for 341 meeting information for a particular case, tap Search By Case Number. On the Search By Case Number screen, scroll down to the case number you are looking for or enter the case number in the search field. When you have located the case number in the list, tap it to display 341 meeting information.

To search for 341 meeting information for debtors represented by a particular attorney, tap Search By Attorney. On the Search By Attorney screen, scroll down to the attorney you are looking for or enter a minimum of the first three letters of the attorney's last name into the search field. When you have located the attorney in the list, tap it to display 341 meeting information for debtors the attorney represents.

Location

The Location area of the main screen displays the address, primary email address, and telephone number for the court's Clerk's Office locations. A link to the court's Internet site can also be found on the Court Locations screen.



Additional Information

Additional information including a short video can be found on the Internet site for the United States Bankruptcy Court for the District of Utah at <https://www.utb.uscourts.gov/>.