ChapMobile User Guide

for iOS and Android Devices

United States Bankruptcy Court

District of Nevada

Last Updated: 11/13/2018

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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 (up to 14 days);
- Search hearings by Attorney, Debtor, and Case Name;
- View 341 Meetings by trustee (up to 30 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.

Note: Online calendars at https://www.nvb.uscourts.gov/calendars/court-calendars/ may be updated throughout the day and will contain the most accurate calendar dates and times.

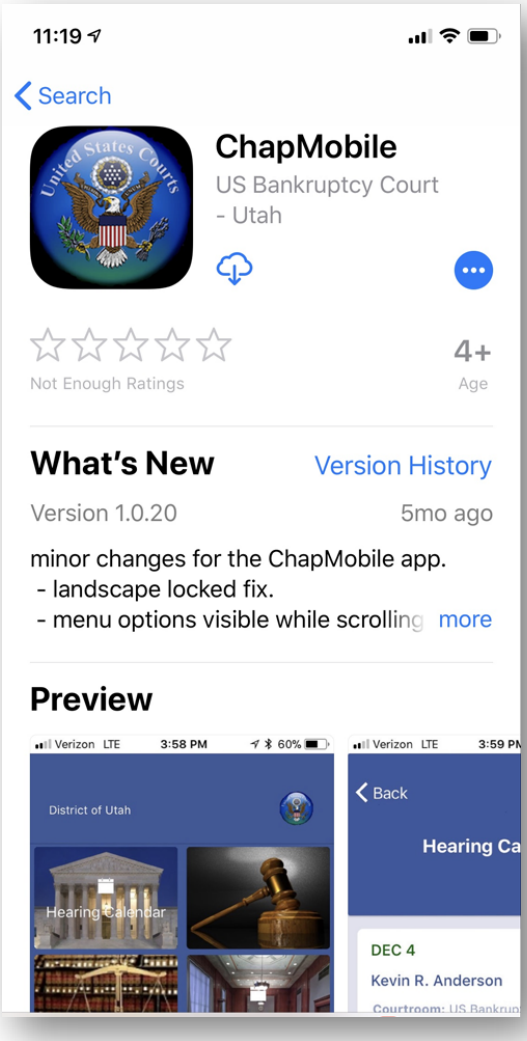
The ChapMobile app is updated only once per day. Consequently, the calendars you view in the ChapMobile app may not contain any recent calendar changes that may have occurred during the day.

Court Calendars are provided as a convenience to the public and the legal community and are subject to change without notice. For questions regarding a calendar hearing, contact the judge's Courtroom Deputy.

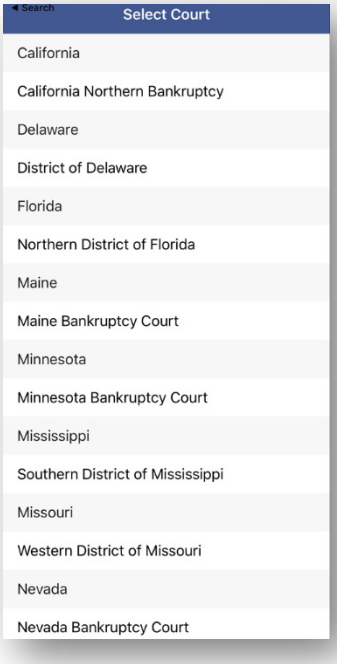
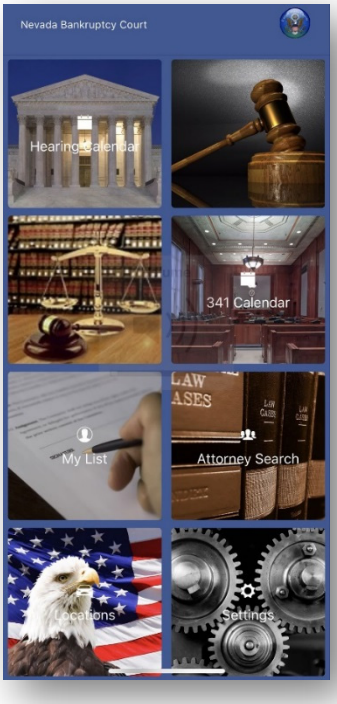
Downloading the ChapMobile App

The ChapMobile app is available for free for both Apple and Android smartphones as well as tablets. It can be downloaded from Apple's App Store or Google Play. To find the app at either store, search for "chapmobile".

The image to the right is a screenshot of the ChapMobile app in the Apple App Store.



Opening ChapMobile for the First Time

1. Upon opening ChapMobile for the first time, you will see the "Select Court" page. Select the appropriate court from the list.	
2. ChapMobile will display the home screen comprised of the following six areas: • Hearing Calendar • 341 Calendar • My List • Attorney Search • Locations • Settings	

Settings

Tapping the Settings area from the home screen will open the Settings options screen. The Settings screen allows you to choose settings that will determine what information to display in ChapMobile.

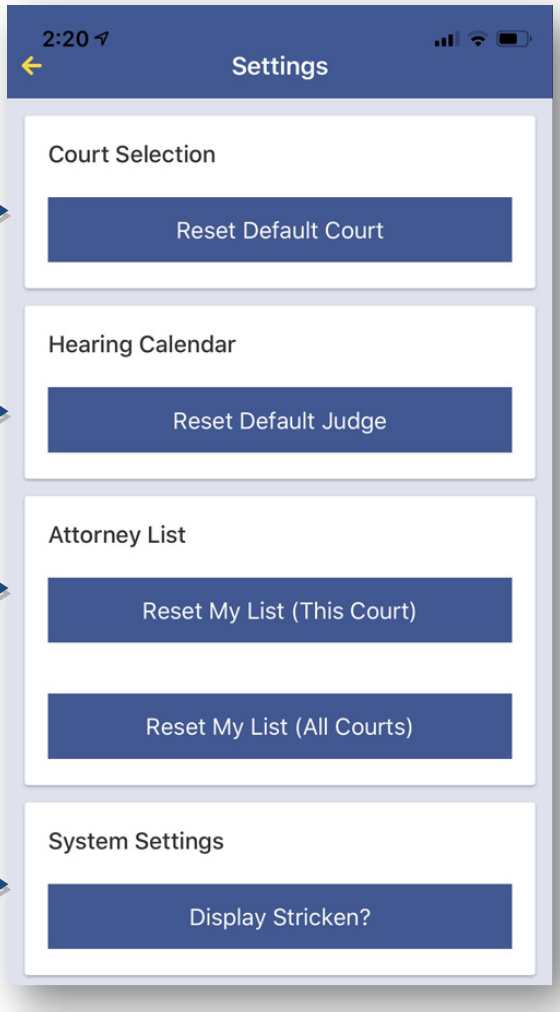
In the **Court Selection** area, click **Reset Default Court** to change your original default court to a different court.

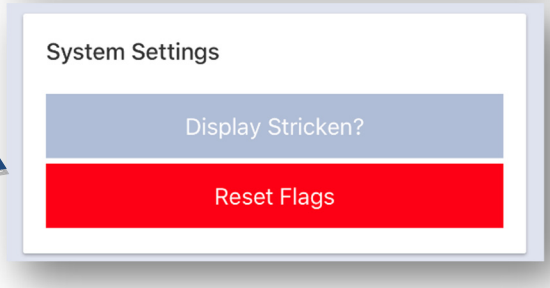
In the **Hearing Calendar** area, click **Reset Default Judge** to change your original default judge calendar views to a different judge's calendars or to revert to seeing all judges' hearing calendars.

The **Attorney List** area will be explained later in this document.

Selecting the **Display Stricken?** button from 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**.

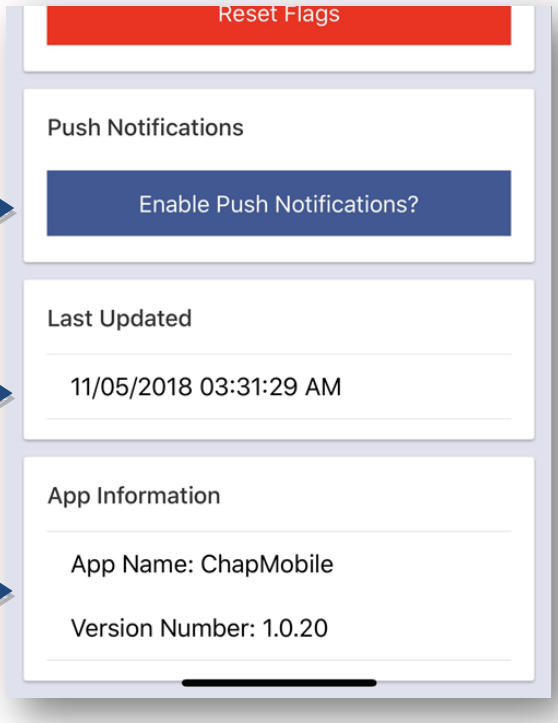




The **Push Notifications** area is still under development and will become available in a future release of the ChapMobile app.

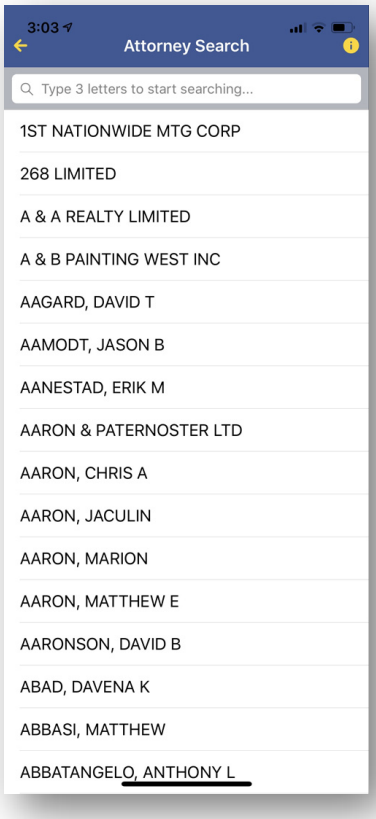
The **Last Updated** area displays the date and time the default court's data was updated in the ChapMobile app.

The **App Information** area displays the version of the ChapMobile app currently in use.

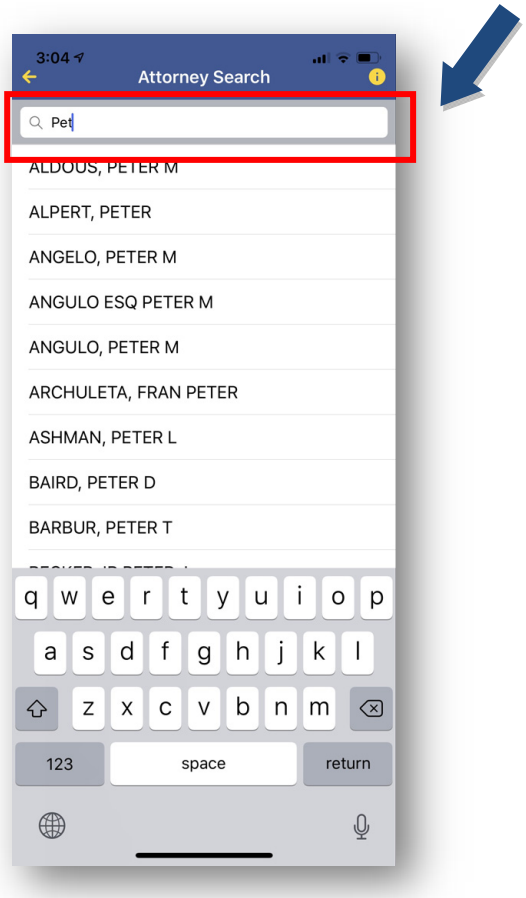


Attorney Search

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 through the list of attorneys appearing on the initial Attorney Search screen or by entering a minimum of three letters from the attorney's name in the search field at the top of the screen.

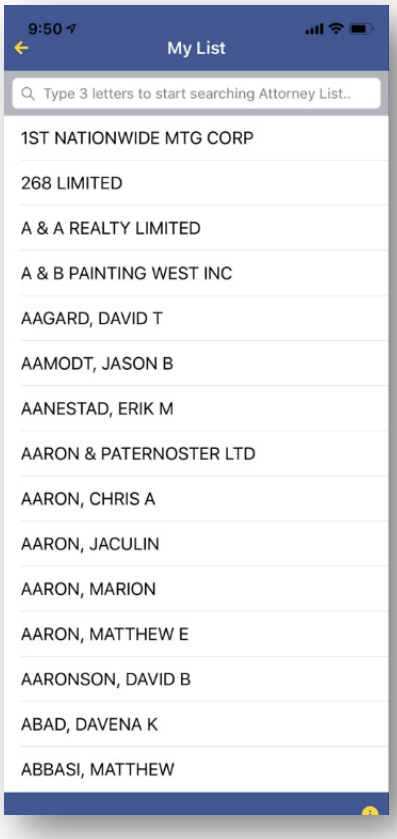


Tap on the desired name appearing in the list to view hearings.

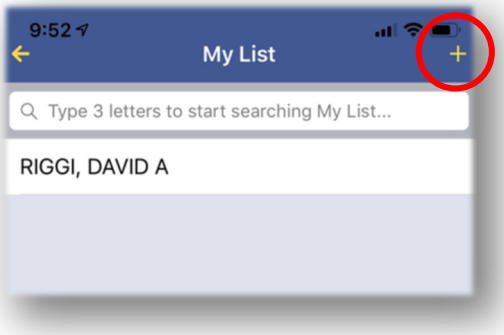
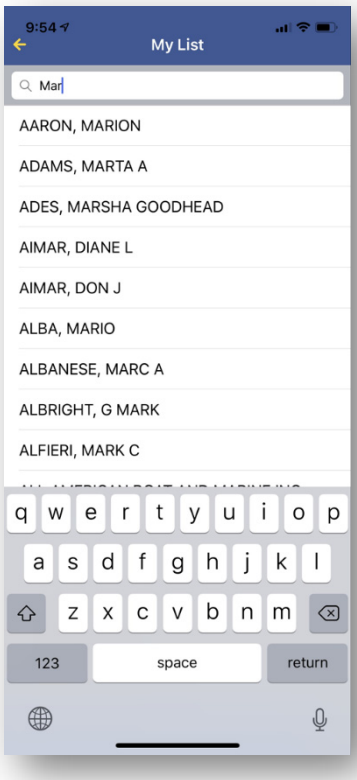
My List

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

1. 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 at the top of the screen.

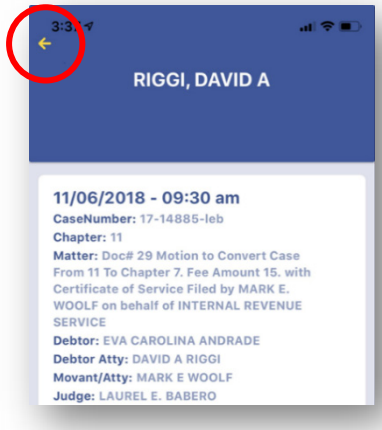


2. Tap on the name of the attorney you wish to add to your list.

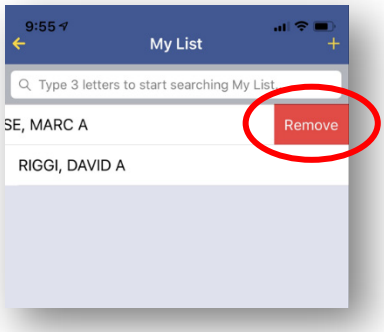
3. To add another attorney to the list, tap the '+' sign in the upper right corner of the My List screen.	
4. Find the attorney in the list you want to add then tap the attorney's name to add them to My List. You may also search from this area using the Search field at the top.	

5. To view scheduled hearing calendar matters for an attorney in your list, tap the attorney's name.

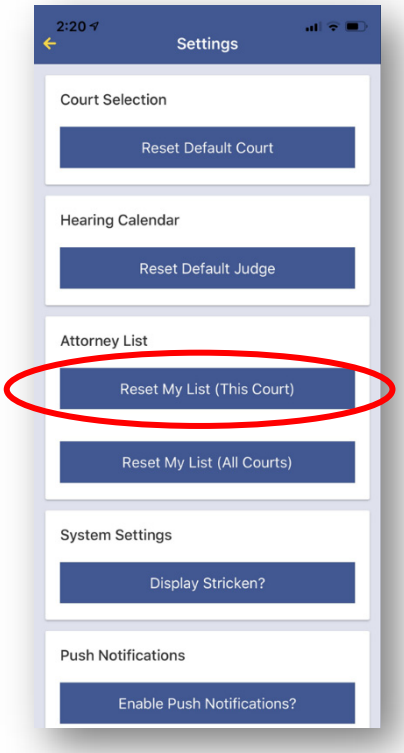
   To return to your list, tap the back arrow appearing in the upper left corner of the hearing screen.



6. To remove an attorney from your list, swipe the attorney's name from right to left. Tap the **Remove** button.



7. If you wish to remove ALL attorneys currently in My List, repeat step 5 for each name OR tap the back arrow at the top left of the My List screen. From the ChapMobile home screen, tap the Settings area, tap **Reset My List (This Court)** under the Attorney List area.



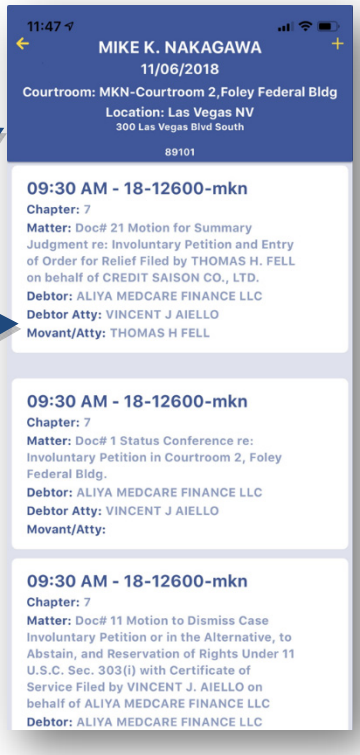
Hearing Calendar

1. To view upcoming hearing calendars, tap **Hearing Calendar** from the home screen of ChapMobile. A listing of hearings for your default court will appear.

2. To view a hearing calendar, tap the calendar you want from the list of calendars on the Hearing Calendar screen.

   The judge name, hearing date, courtroom location and building address will be displayed at the top of the screen.

   Each matter, case number and time of hearing will also be listed for the applicable calendar selected along with debtor and attorney information.



3. Tap the back arrow in the upper left corner of the calendar to return to the Hearing Calendar screen.

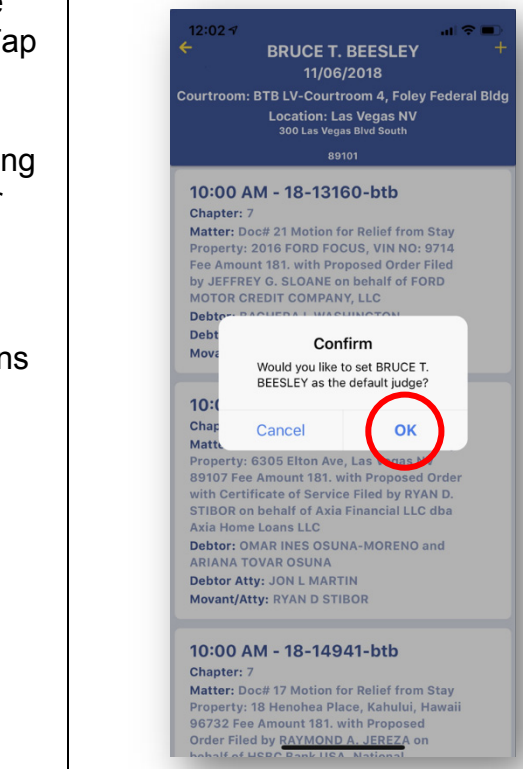
4. To see only the calendars for a specific judge, tap on a calendar from the list of all hearing calendars displayed for the judge you want to set as your default.

   Once the calendar is displayed on the screen, tap the '+' in the upper right corner of the calendar screen.

5. A prompt will appear asking you to Confirm the selection of that judge as your default judge. Tap **OK**.

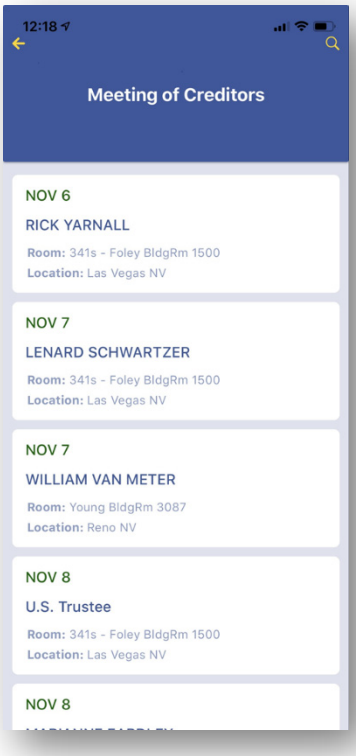
   When you are redirected back to the Hearing Calendar screen, only the calendars for your default judge will appear.

   NOTE: To revert to seeing calendars for all judges, go to Settings and follow the instructions for Reset Default Judge.



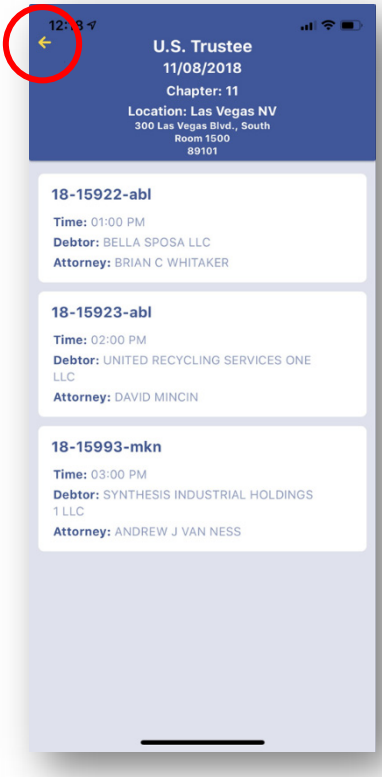
341 Calendar

1. Tap the **341 Calendar** area from the home screen to see a list of scheduled 341 calendar dates.

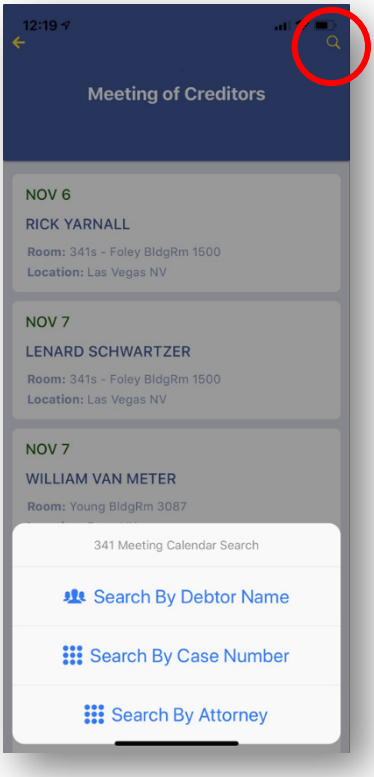


2. Select a 341-calendar appearing on the Meeting of Creditors screen to view all scheduled 341 meetings assigned to the trustee for that specific date. The list of meetings will appear for the selected trustee.

   Click the back arrow in the upper left corner to return to the list of 341 calendar dates.

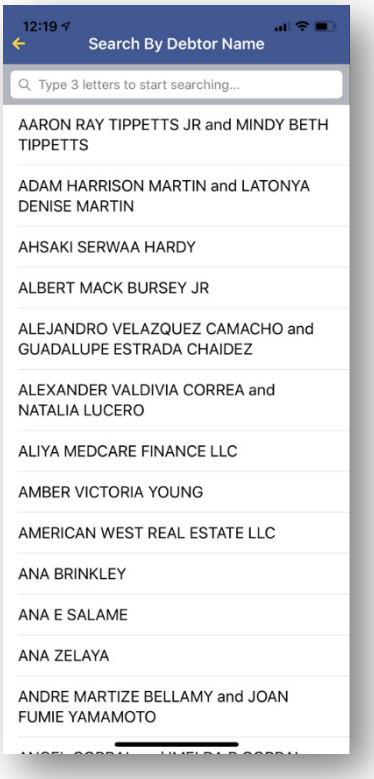


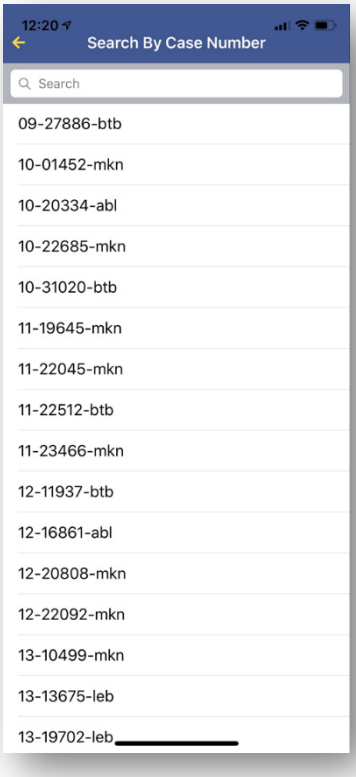
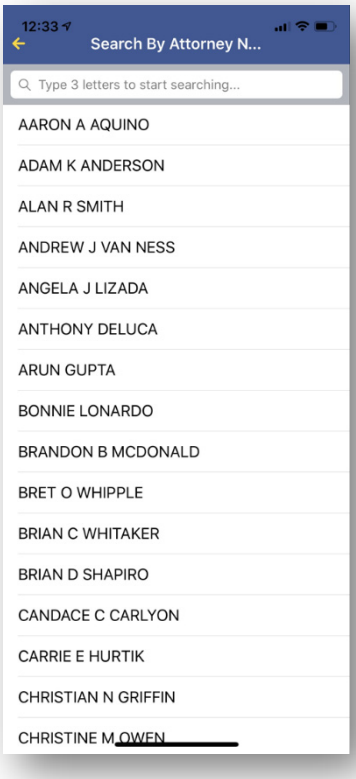
3. To search, tap the magnifying glass in the upper right corner of the Meeting of Creditors screen. A popup will appear at the bottom of the screen with 3 options for searching:
   - Search By Debtor Name
   - Search By Case Number
   - Search By Attorney



a. 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 in the search field at the top of the screen.

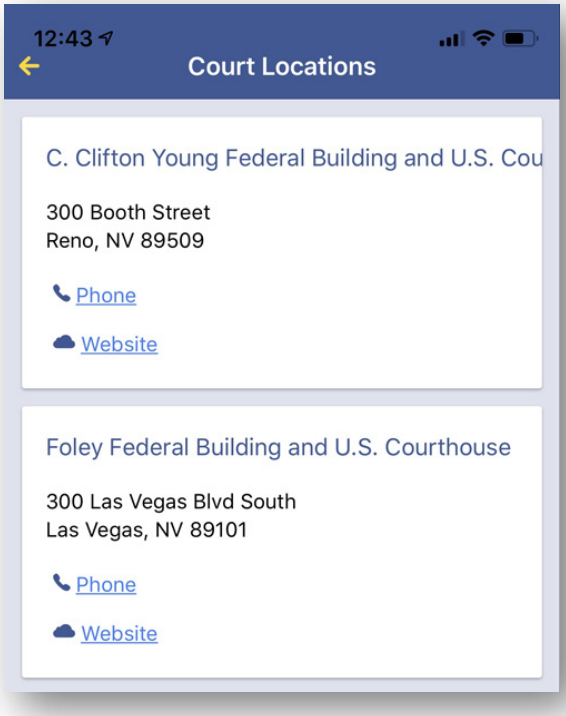
   When you have located the debtor, tap the debtor's name to display the 341 meeting information.



b. To search for 341 meeting information for a 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 the 341 meeting information.	
c. To search for 341 meeting information for debtors represented by an 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 the 341 meeting information for debtors the attorney represents.	

Location

From the home screen of ChapMobile, select **Locations**. The Locations area displays the address and telephone number for the court's Clerk's Office locations. A link to the court's Internet site is also on the Court Locations screen.



Additional Information

Additional information including a short video and brochure can be found on the Internet site for the United States Bankruptcy Court, District of Nevada at https://www.nvb.uscourts.gov/.