341 Meeting Notices Batch Upload Instructions
(Effective May 18, 2004)

341 meeting notices, together with proof of service documents, may be uploaded in a single .zip file as a 341 Meeting Notices batch. The following rules apply to 341 Meeting Notices batches:

- 341 Meeting Notices batches shall include 341 meeting notices and proof of service documents ONLY.

- 341 Meeting Notices batches need not include proof of service files. However, any proof of service documents related to the 341 meeting notices in a 341 Meeting Notices batch shall be included in and uploaded as part of the same 341 Meeting Notices batch.

- 341 Meeting Notices batches may include more than one 341 meeting notice file per case number and more than one proof of service file per case number.

How to Create a 341 Meeting Notices Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).

2. Use the following naming convention to name each file to be uploaded as part of a 341 Meeting Notices batch:

YYYY-NNNNN-XXXX-S.pdf

where

a. **YYYY-NNNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNNN).

b. **XXXX** is one of the following codes that indicates the type of document in the file:

>   **341N** - 341 meeting notice
>   **POS** - proof of service/certificate of mailing

c. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number and document code in the filename. If you are

submitting two 341 Meeting Notice files for the same case within 30 days, you may, for example, name one of them 2003-50001-341N-1.pdf and the other 2003-50001-341N-2.pdf.

The following is an example of a 341 Meeting Notices batch containing properly named .pdf files:

2003-11111-341N-1.pdf
2003-11111-POS-1.pdf
2003-22222-341N-1.pdf
2003-22222-341N-2.pdf
2003-22222-POS-1.pdf
2003-22222-POS-2.pdf
2003-33333-341N-1.pdf
2003-33333-POS-1.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:

   a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.

   b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).

   c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.

4. You are now ready to upload the .zip file containing your batch as follows.

   a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.

   b. Select the **341 Meeting Notices** radio button.

   c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.

   d. Click the **Submit** button to complete your upload.

3. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.