



# ChapMobile User Guide for iOS and Android Devices



United States Bankruptcy Court  
District of New Mexico  
Last Updated: 2/15/2024

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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 30 days);
- Search hearings by Attorney, Debtor, and Case Name;
- Download Hearing, 341 and Attorney calendars to your mobile device.
- Filter the hearing calendar by BK, AP, or MP
- Filter the hearing calendar by chapter
- 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.
- Choose from 9 different color themes


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

The ChapMobile app is updated throughout the day at designated intervals. Consequently, the calendars you view in the ChapMobile app may not contain any recent calendar changes that may have occurred during the day.

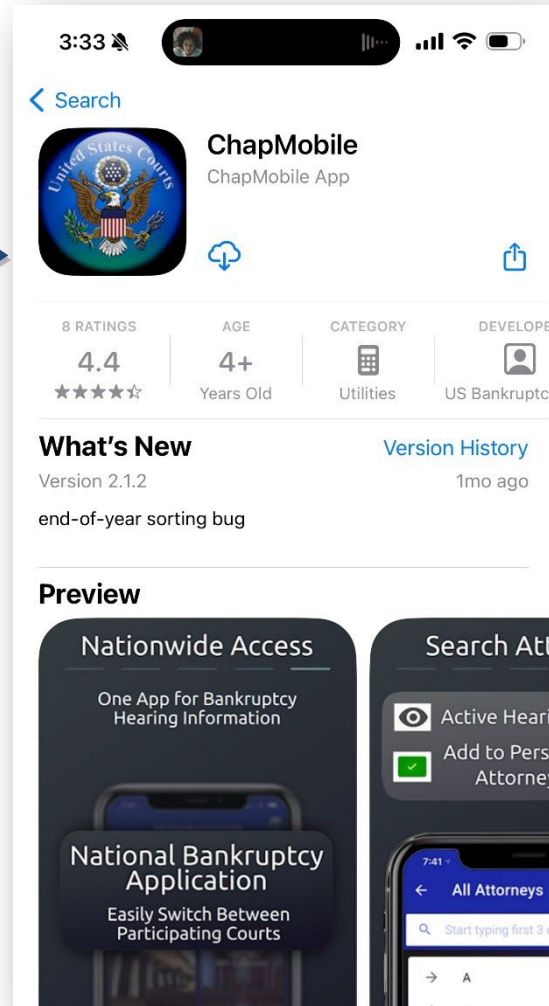
Court Calendars are provided as a convenience to the public and the legal community and are subject to change without notice. For questions regarding a calendar hearing, contact the judge's [Courtroom Deputy](#).

## Downloading the ChapMobile App

The ChapMobile app is available for free for both Apple and Android mobile devices. 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. 

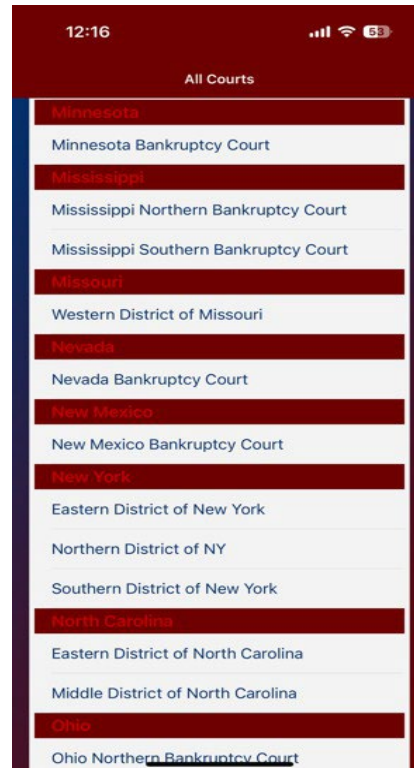
**Note:** the latest version of ChapMobile is Version 2.1.2 as of January 2024.



## Opening ChapMobile for the First Time

1. Upon opening ChapMobile for the first time, you will see the **“All Courts”** page.

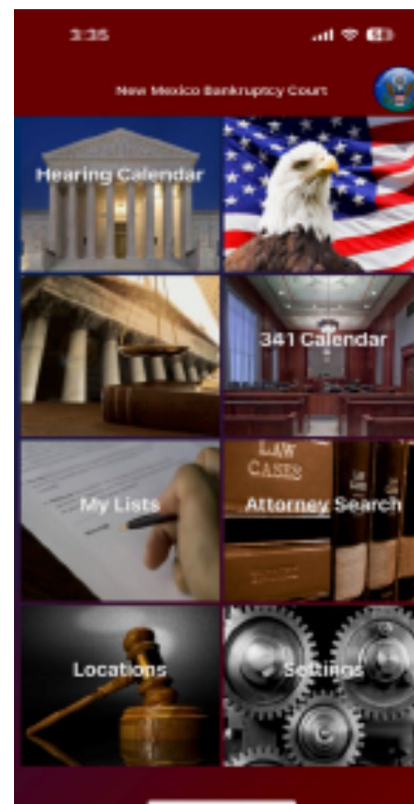
Select the appropriate court you wish to view from the list.



2. ChapMobile will display the home screen comprised of the following six areas:

- Hearing Calendar
- 341 Calendar
- My Lists
- Attorney Search
- Locations
- Settings

3. Tapping the eagle icon in the upper right corner allows you to reset your default court. Users who work in different bankruptcy courts throughout the nation may use this to select a different court. Any default judges you have set for each court will remain intact.



## Settings

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

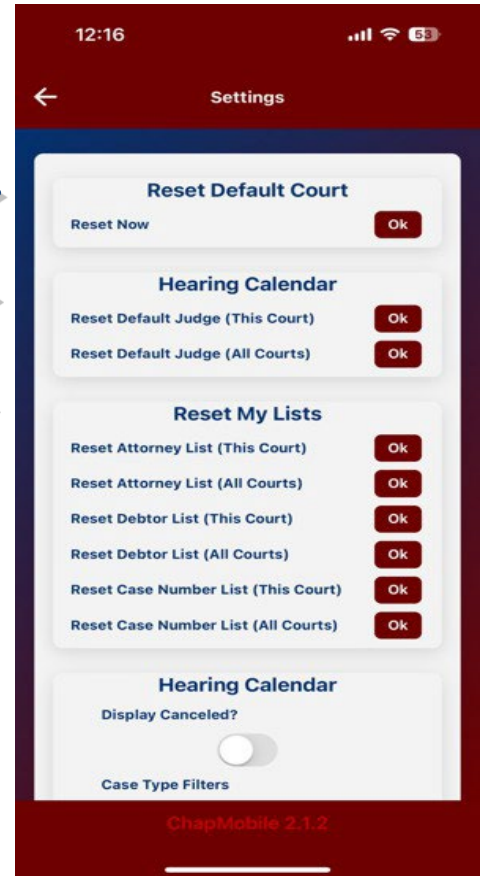
In the **Reset Default Court** section, click **OK** to change your original default court to a different court.



In the 1<sup>st</sup> **Hearing Calendar** section, click **Reset Default Judge (This Court)** to clear your original default judge calendar views for the court you are currently set.

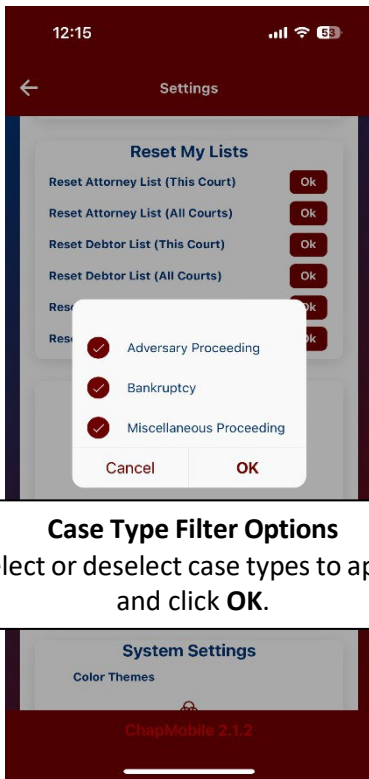


Use **Reset Default Judge (All Courts)** to clear your default judges across all courts in CHAP where you have selected default judges for different court locations.



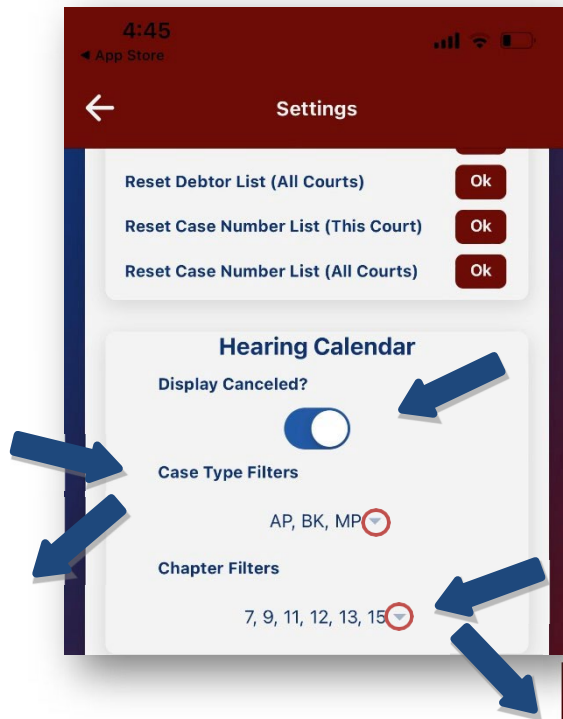
In the 2<sup>nd</sup> **Hearing Calendar** section further down the screen, you can set the following:

Sort the calendar using **Case Type Filters** by selecting the **dropdown arrow** next to case types and choosing options.

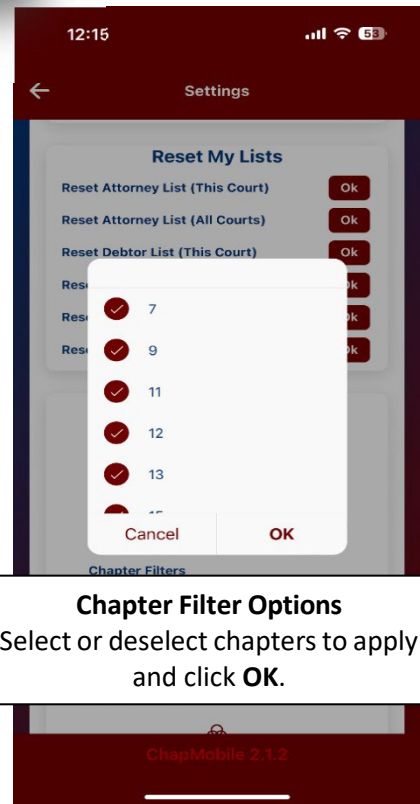


**Case Type Filter Options**  
Select or deselect case types to apply and click **OK**.

Display canceled hearings in the Hearing Calendar and 341 Calendar by enabling the **Display Canceled?** slider.



Sort the calendar using **Chapter Filters** by selecting the **dropdown arrow** next to chapter types and choosing options.

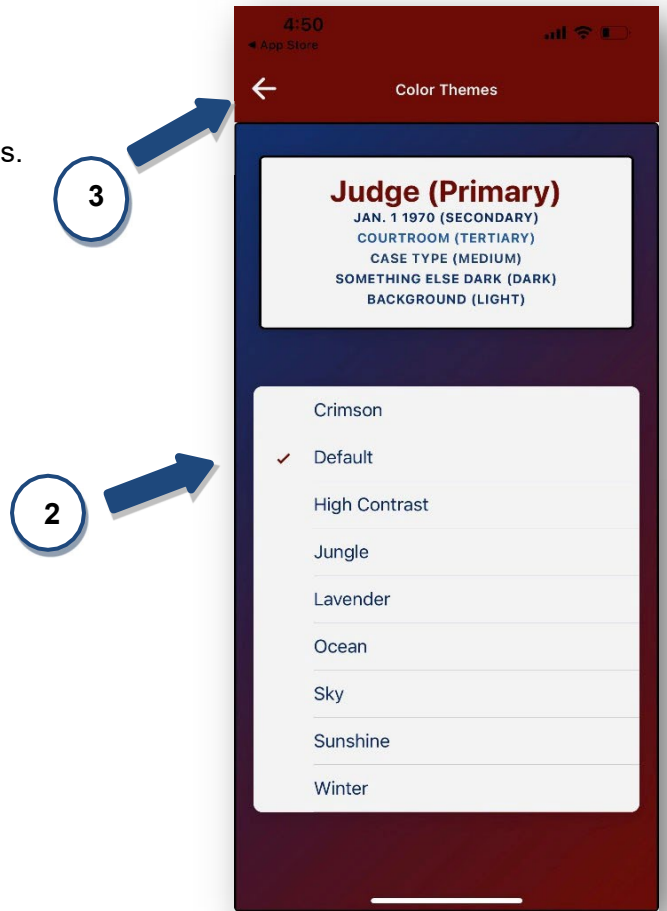
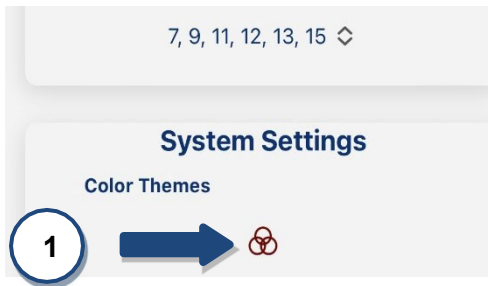


**Chapter Filter Options**  
Select or deselect chapters to apply and click **OK**.

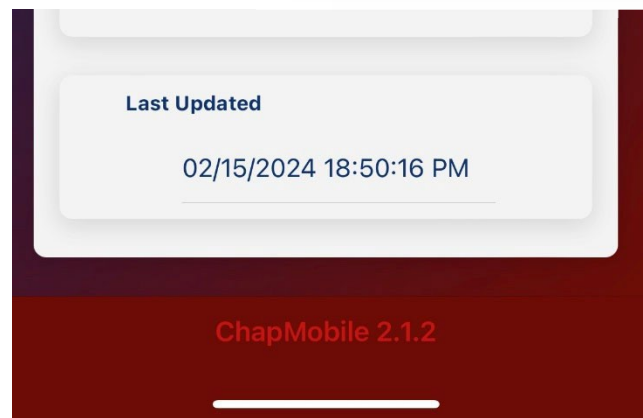
**Note:** Any case type or chapter filters set here will apply to any other courts you select as your default.



In the **System Settings** section, you can change the color theme of the CHAPMobile application. Select the three interlocking rings under Color Themes. Select the color theme on the next screen. You can select a theme to see how the judge, date, courtroom and case type settings will look. Select the back arrow when done.

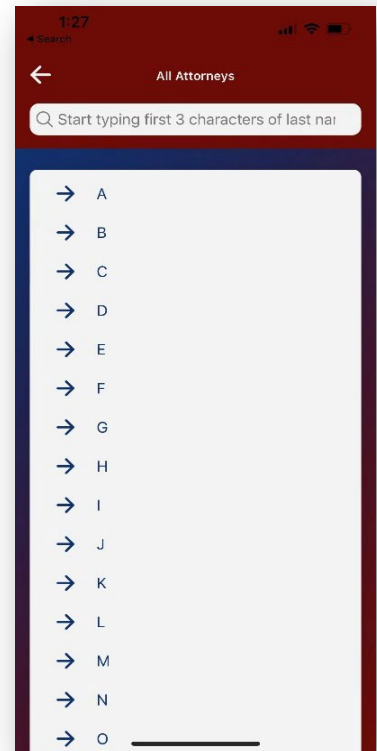


The **Last Updated** section displays the date and time the default court's data was updated in the ChapMobile app.

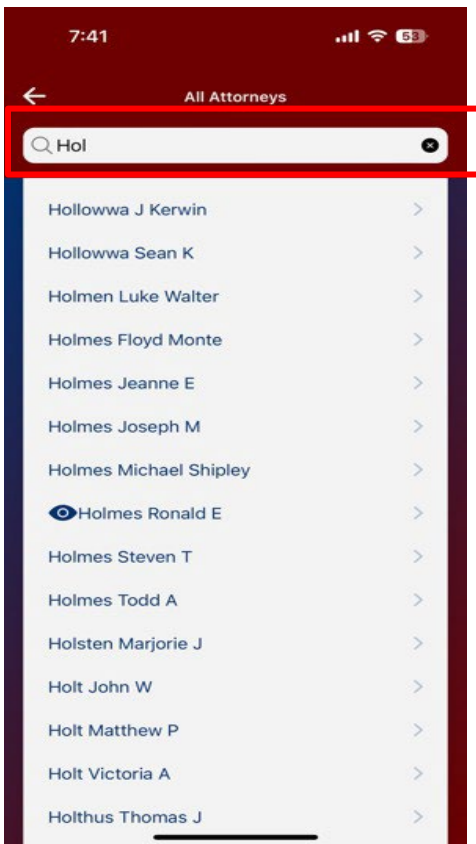


## Attorney Search

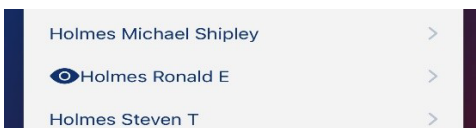
In the Attorney Search area, you can view the upcoming matters in which you or another attorney are scheduled to appear. Select the starting letter of the last name of the attorney from the alphabetical list. The screen will dropdown to open the list of attorneys starting with that letter.



You may also search by entering a minimum of three letters from the attorney's name in the search field at the top of the screen.



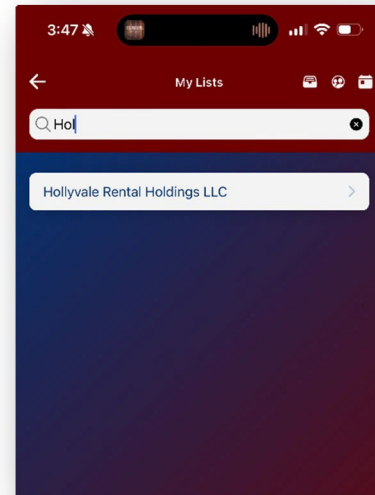
Attorneys with hearings on the calendar will have an eye icon next to their name.



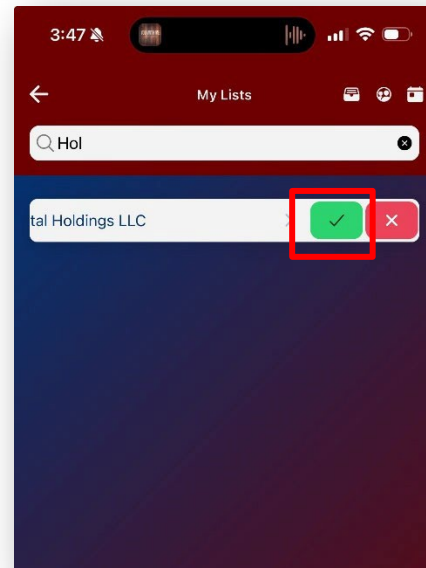
## My Lists

The My Lists 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.

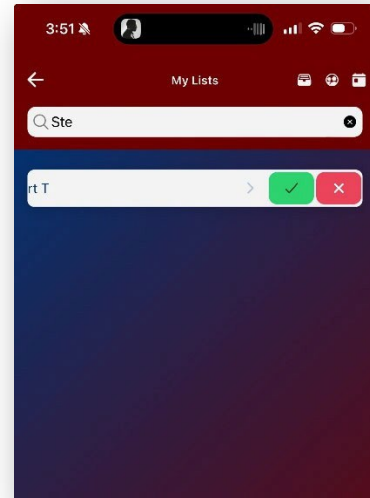
1. To create a list, enter a minimum of three letters from the attorney's name in the search field at the top of the screen.



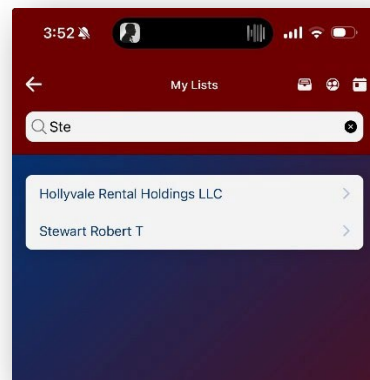
2. Swipe from right to left on the name of the attorney you wish to add to your list and select the green check box.



3. To add another attorney to the list, enter the first 3 letters of their last name in the search field at the top of the screen and swipe from right to left on their name to add them to your list.

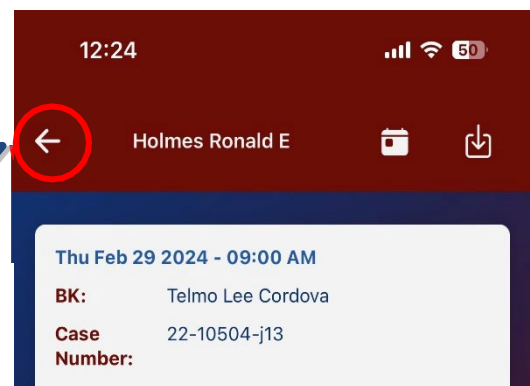


4. You should see all attorneys you have added in your list.

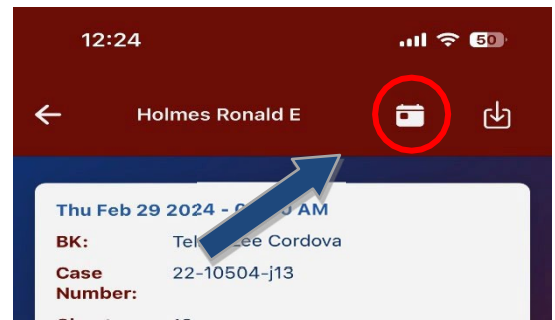


5. To view scheduled hearing calendar matters for an attorney in your list, tap the attorney's name.

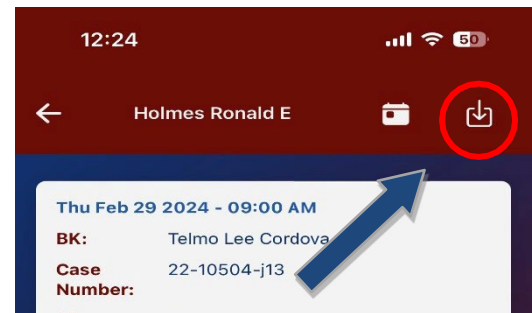
To return to your list, tap the back arrow appearing in the upper left corner of the hearing screen.



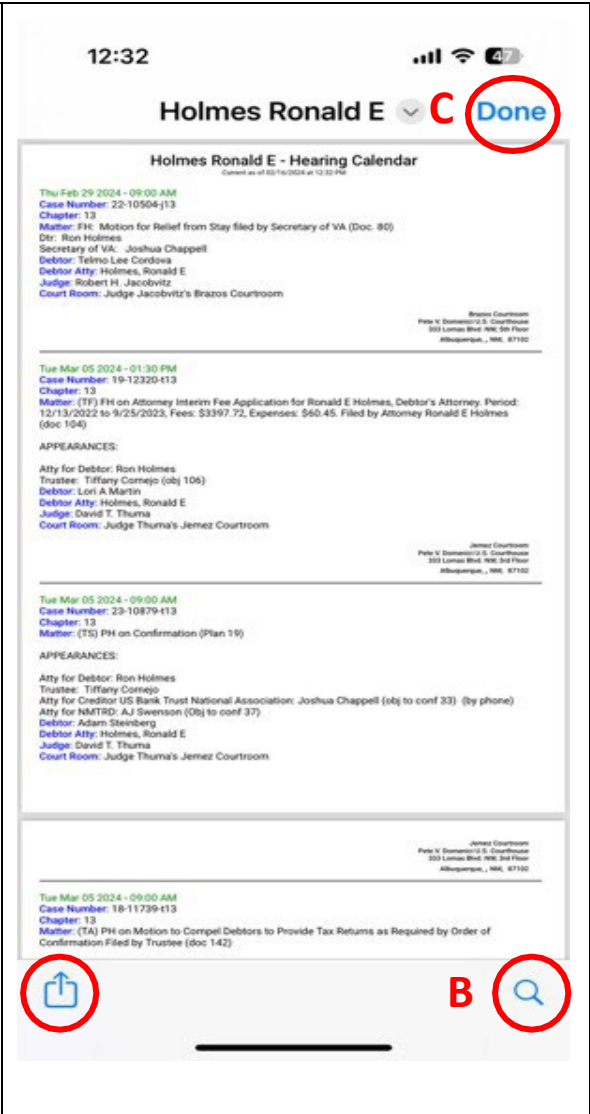
6. To see 341 Meetings associated with the attorney, click the calendar icon in the upper right of the screen.



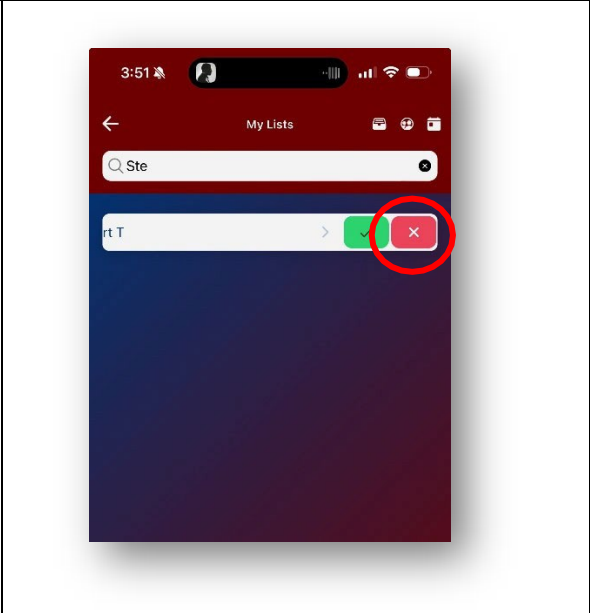
7. To download a printable copy of the attorney hearing calendar, select the download button in the upper right corner.



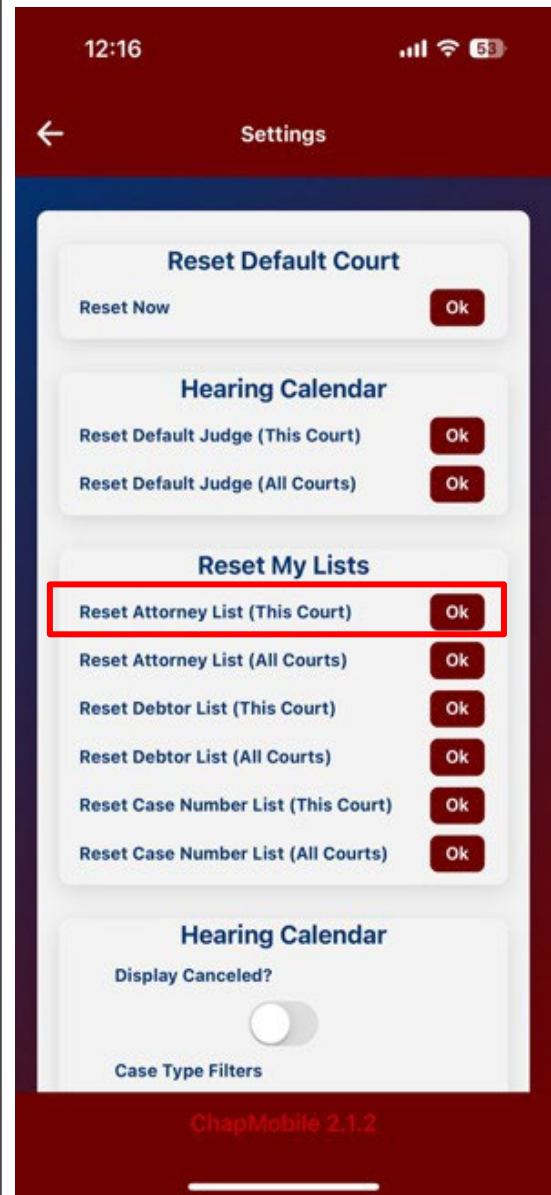
8. A. Select the **Upload** icon to save, print, copy, email, or message the calendar.
- B. Use the **Search** icon to search for specific text within the calendar.
- C. Select **Done** when finished.



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



10. If you wish to remove ALL attorneys currently in My List, repeat step 9 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 **OK** at **Reset Attorney List (This Court)** under the Reset My Lists area.



## Hearing Calendar

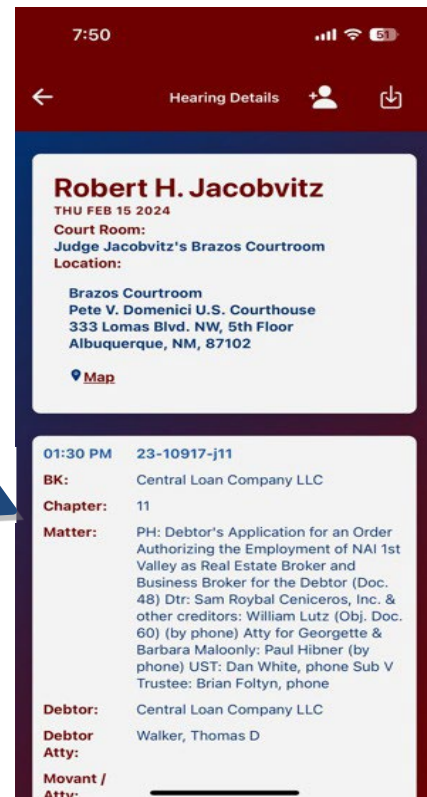
1. To view upcoming hearing calendars, tap **Hearing Calendar** from the home screen of ChapMobile. A listing of hearings for your default court will appear.



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

The judge's name, hearing date, courtroom location and building address will be displayed at the top of the screen. Additional information about the hearing may also be displayed (i.e. Teleconference dial-in information).

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





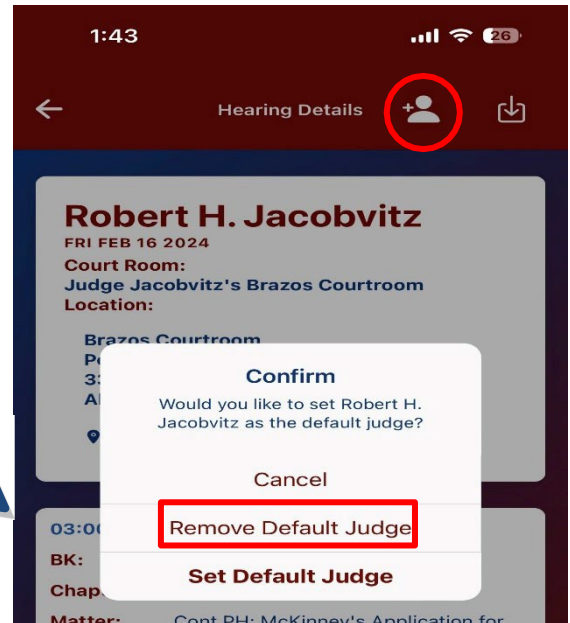
3. If you would like to only view the calendars for a particular judge, you can set a judge as the default judge for ChapMobile.

In the Hearing Details page for the judge you want, select the **person icon** in the top right corner.

Click **Set Default Judge** to set this judge as your Default.

To remove a default judge, follow the same process, but select **Remove Default Judge**.

**Note:** Setting a default judge will show only the hearings scheduled for your default judge when you open the Hearing Calendar screen.

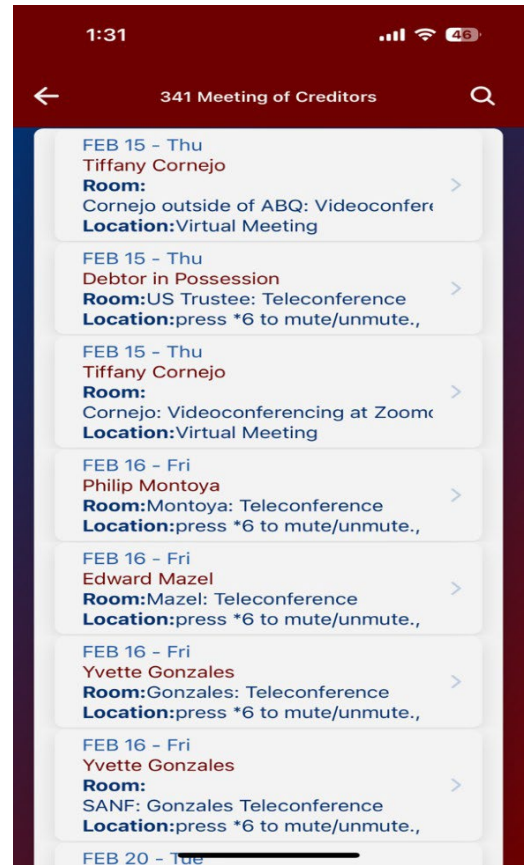


4. Tap the back arrow in the upper left corner of the calendar to return to the Hearing Calendar screen.



### 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 341 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.



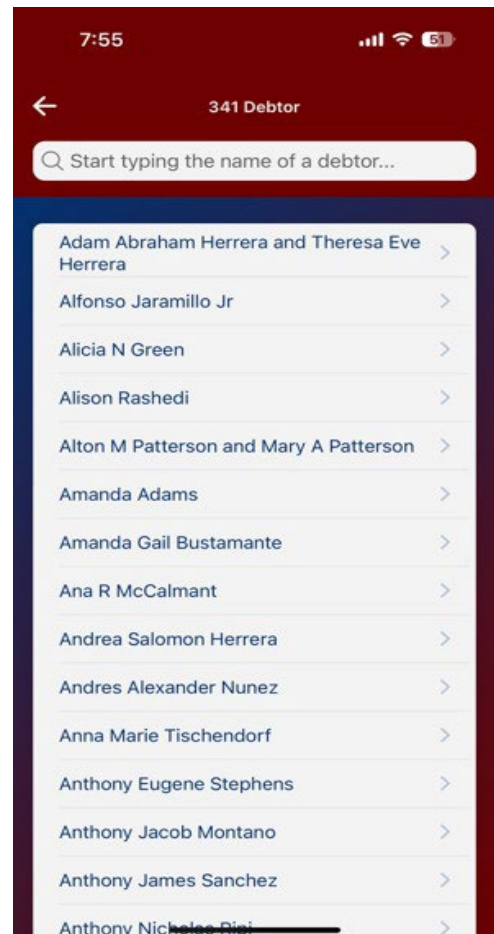
3. To search, tap the magnifying glass in the upper right corner of the Meeting of Creditors screen. A popup will appear at the bottom of the screen with 3 options for searching:

- Search By Debtor Name
- Search By Case Number
- Search By Attorney



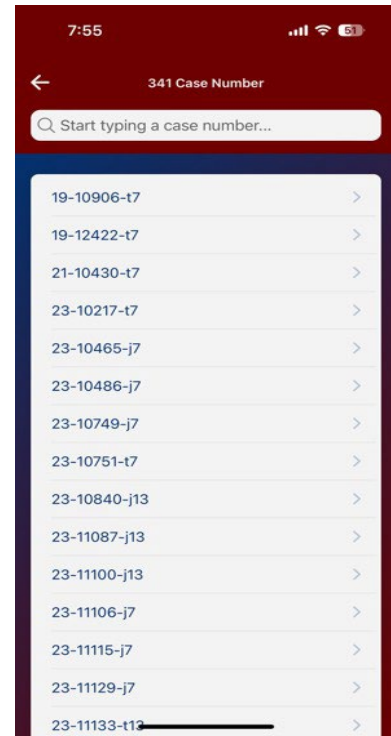
a. To search for 341 meeting information for a debtor, tap **Search By Debtor Name**. On the Search By Debtor Name screen, you can scroll down the list to find the name you are looking for or you can search for the debtor by entering a minimum of the first three letters of the debtor's last name in the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



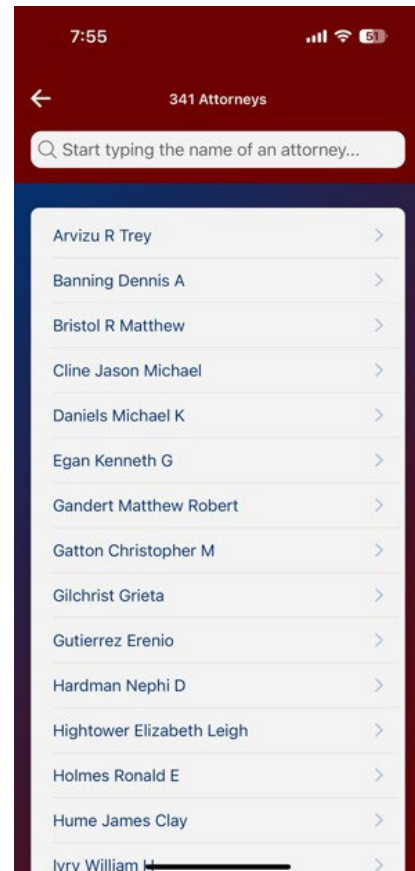
b. To search for 341 meeting information for a case, tap **Search By Case Number**. On the Search By Case Number screen, scroll down to the case number you are looking for or enter the case number in the search field.

When you have located the case number in the list, tap it to display the 341 meeting information.



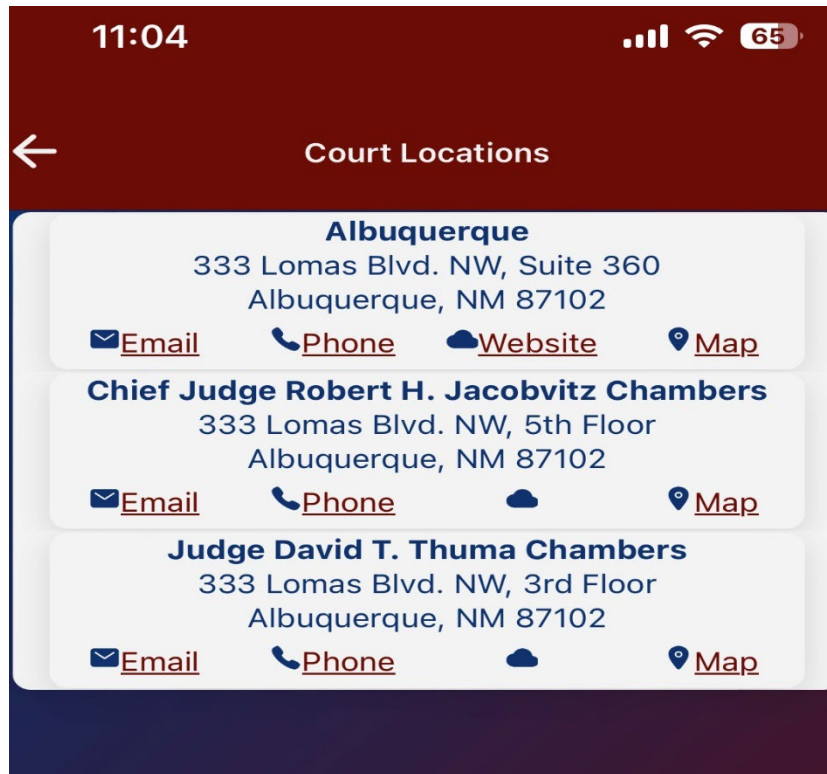
c. To search for 341 meeting information for debtors represented by an attorney, tap **Search By Attorney**. On the Search By Attorney screen, scroll down to the attorney you are looking for or enter a minimum of the first three letters of the attorney's last name into the search field.

When you have located the attorney in the list, tap it to display the 341 meeting information for debtors the attorney represents.



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## Locations



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

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## 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 New Mexico at <https://www.nmb.uscourts.gov/>.