ChapMobile User Guide

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Introduction

The CHAP Public Mobile Calendar App (ChapMobile) allows you to view the next 7 days of the public court hearing calendar and 30 days of 341 meetings from a phone or tablet.

With the ChapMobile app, you can:

- View each judge's hearing calendar (for a range of 7 days) and 341 meetings by trustee (for a range of 30 days);
- Search the 7 days of hearings by debtor name and case number list
- View an attorney's upcoming hearings by searching by their name
- View court locations and contact information for the court selected;
- Create your own settings for courts, judges, and attorney or debtor lists

Downloading the ChapMobile App

The ChapMobile app is available 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:
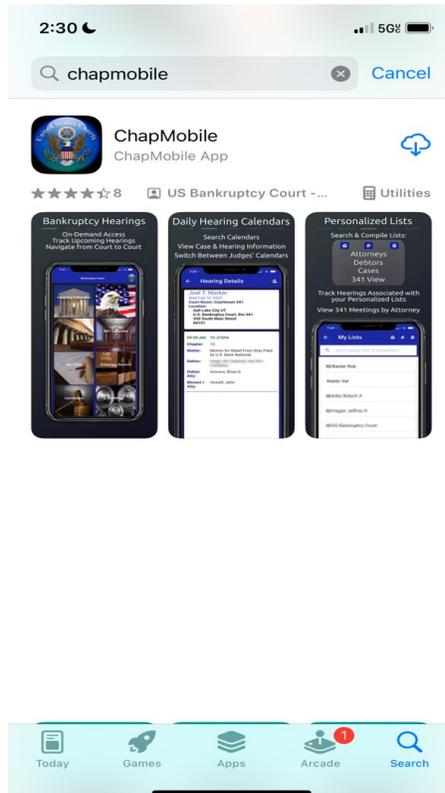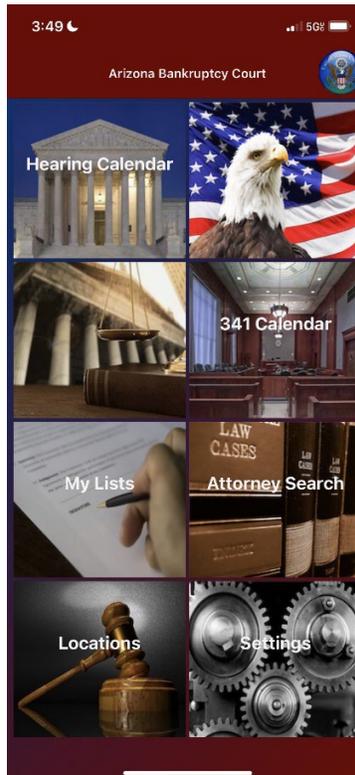
Opening ChapMobile for the First Time

When opening ChapMobile for the first time, you will see the "Select Court" page:
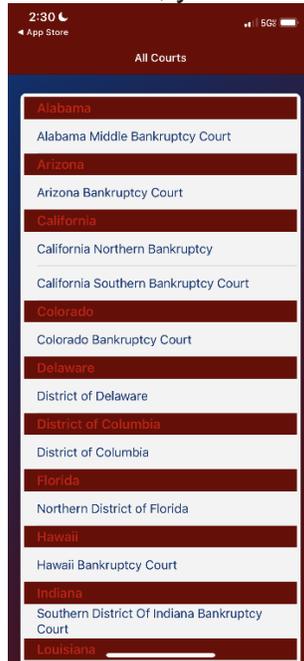
Select the Arizona Bankruptcy Court. ChapMobile will then bring you to the main screen comprised of six areas: Hearing Calendar, 341 Calendar, My Lists, Attorney Search, Locations, and Settings:
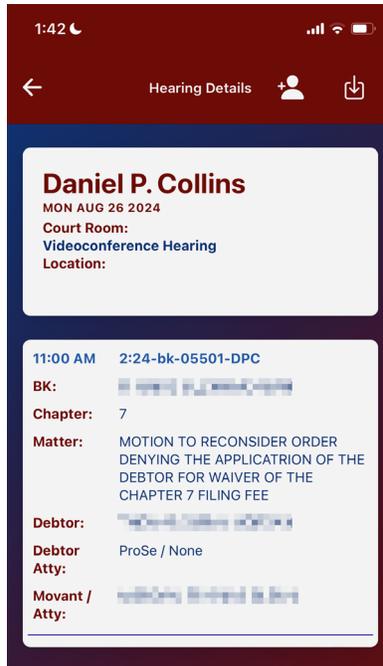
Hearing Calendar

To view upcoming hearing calendars for the next 7 calendar days, tap the Hearing Calendar area. It will default to showing all Judges at the court, but you can set a default judge if you wish to only see one.
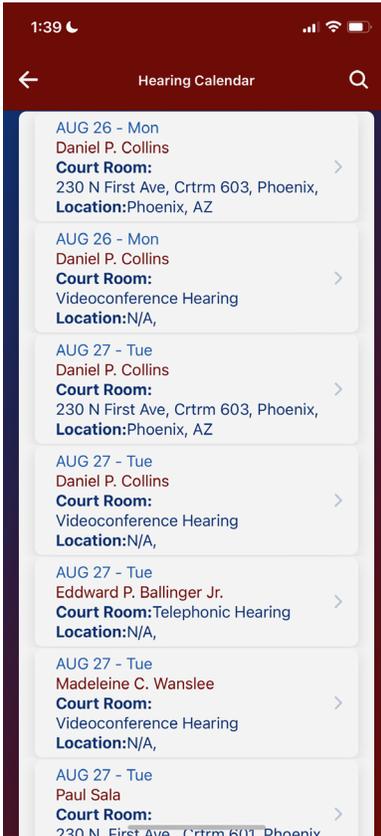

Please note the display shown is by Date and Location. Location may be a courtroom, videoconferencing, etc. Therefore, you may see more than one listing on the same day for a judge, as shown in the screenshot. You will need to open each to see all the hearings for the day. By default, only hearings not vacated will show. If you wish to see the canceled hearings, please refer to the Settings option for this on page 12 of this guide.

To view a particular hearing calendar for a judge and location, tap the calendar listed on the Hearing Calendar screen you are interested in. All the matters for the day will appear.

Tap the left arrow 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 person icon 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 "Set Default Judge".
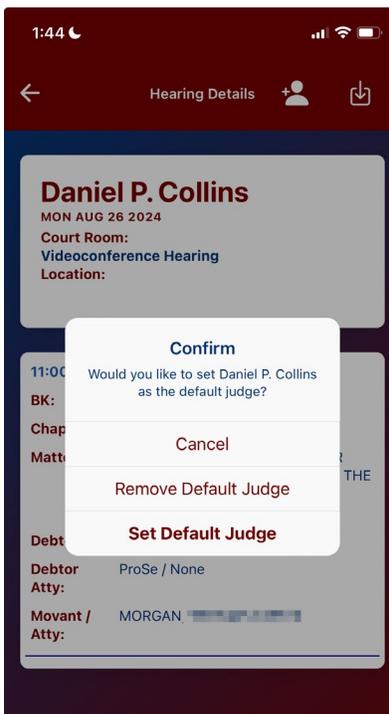

Use the left arrow to back up all the way to the main app screen and select the Hearing Calendar area again, and only the calendars for your default judge will appear.

In the same manner you can press the icon again and remove the judge as your default judge and all the judges will be displayed again.

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341 Calendar

To view upcoming 341 meetings for the next 30 calendar days, tap the 341 Calendar area. It will default to showing all the Meetings, by date and Trustee. You can scroll through the list. You can also use the Search option at the upper right of the screen to search by Debtor Name or attorney name. Currently you can also case search by scrolling through the case list and tap on the case you are interested in, but typing in the case number is not functioning at this time.
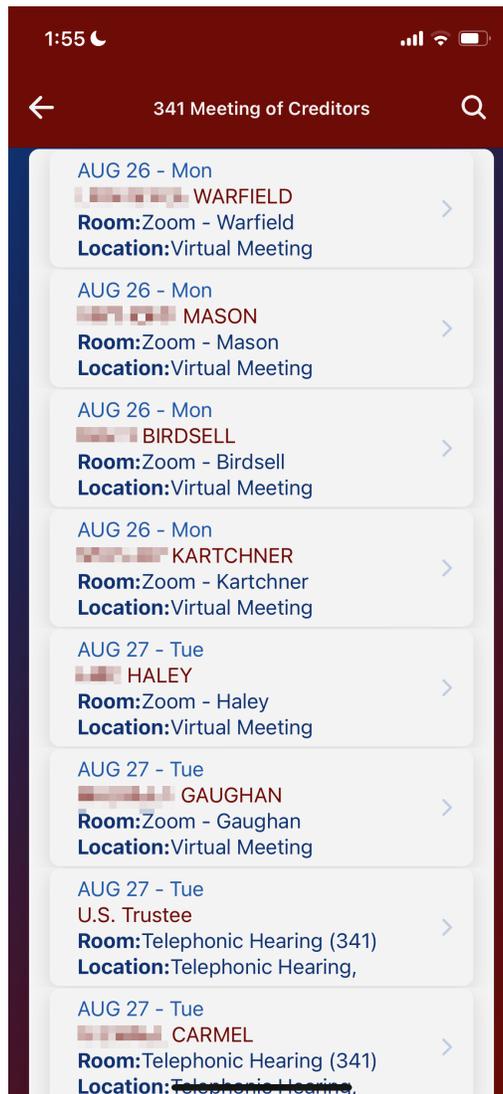
Attorney Search

Using Attorney Search you can view the upcoming hearings 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 by first letter of last name, or by entering a minimum of three letters from the attorney's name in the search field. An

attorney with an showing next to their name has a hearing scheduled in the 7-day time frame. Tap on the name to see the hearing details.
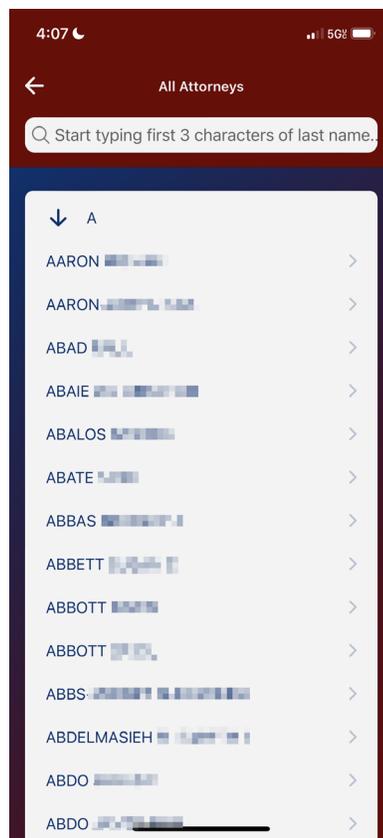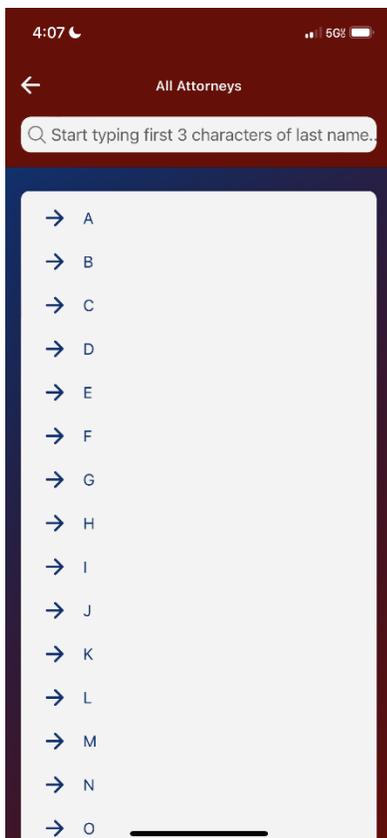
By alphabet search   By letters in name
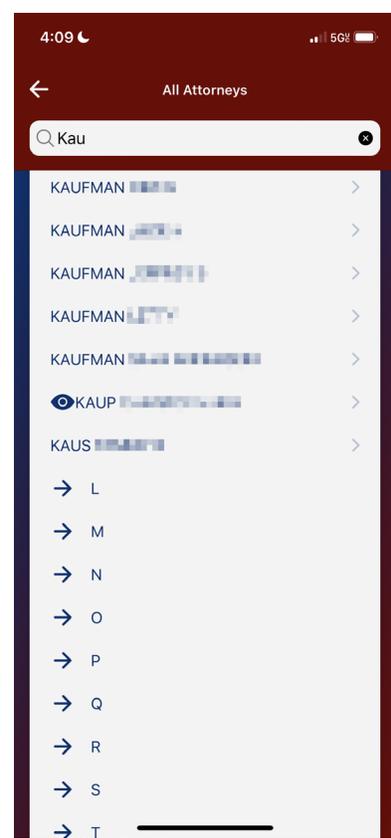
Swipe left on an attorney name, and a green checkmark will appear. To add the person to a follow list described in the next section, click on the green checkmark; a message "attorney added" appears on the screen if the attorney was successfully added to your "my lists".

My List

The My List area provides you with the ability to create a list of attorneys or debtors whose calendar hearings you wish to follow and access quickly. Not all attorneys are being return during searches directly from here at this time. If you do not see your name, please add yourself to My List from the Attorney Search option instead.

To create a list, the screen defaults to attorney search. Enter a minimum of three letters from the attorney's name in the search field.
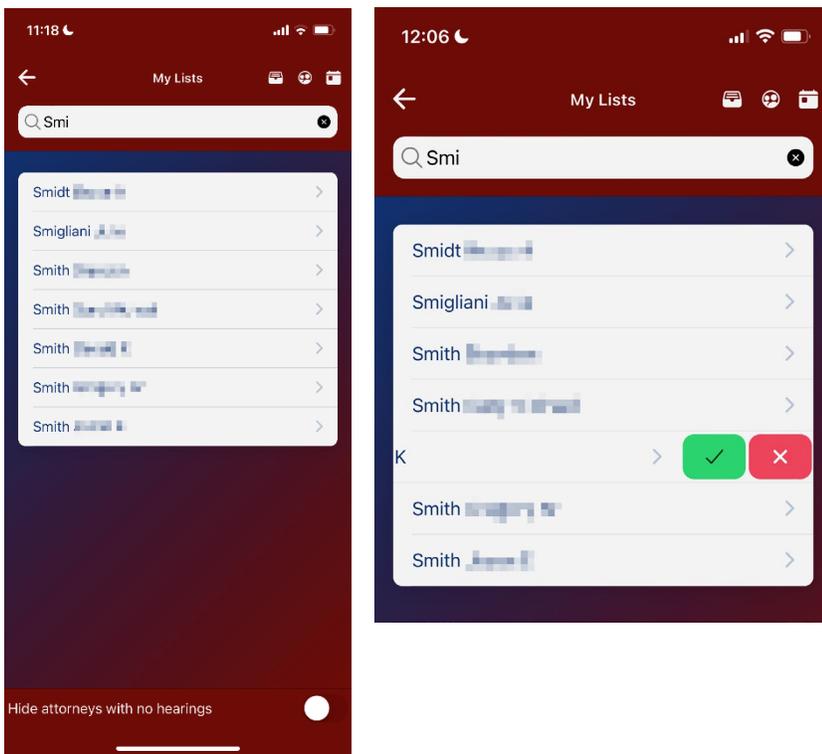

Swipe left on the name you wish to add to the list and press the green checkmark to add them to the list display. You can continue to add other names.

If you wish to add a debtor or see your already created debtor list, select the icon at the top right and it will switch to Debtor list. At present only debtors scheduled within the next 7 calendar days will be returned via search, not all debtors. Search and swipe left to add a debtor to your list, same steps as for an attorney.

To view scheduled hearing calendar matters for any attorney or debtor on your list, tap the name, and the hearing details will appear. Only those with an icon have hearings in the 7-day window that you will be able to see displayed.
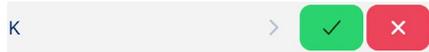
Attorney List example
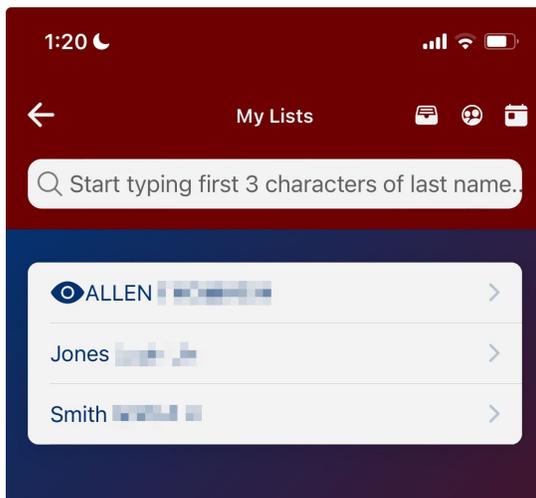
Debtor List example
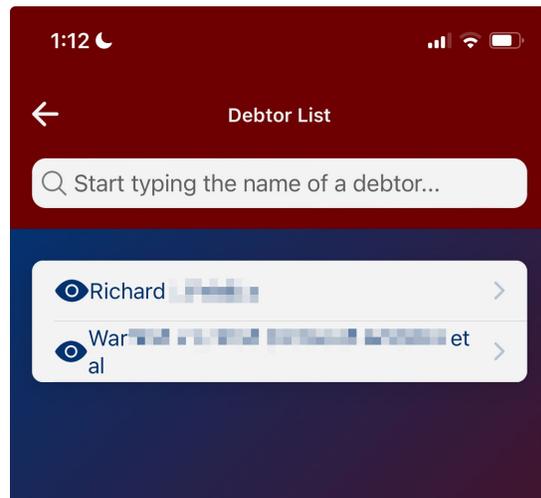
To return to your list, tap the left arrow in the upper left corner of the screen. To remove an attorney or debtor from your list, swipe left on their name and press the Red 'X' button.


If you wish to remove all the attorneys OR debtors appearing on your list, you can swipe and tap the Remove button for each name or use the reset option under **Settings** "Reset My Lists" as described on page 12 to remove an entire list of attorneys or debtors for a court.


Locations

The Locations area of the main screen displays the address and telephone number for the court's office locations and a link to Google maps for directions. A link to the court's Internet site can also be found on the Court Locations screen.
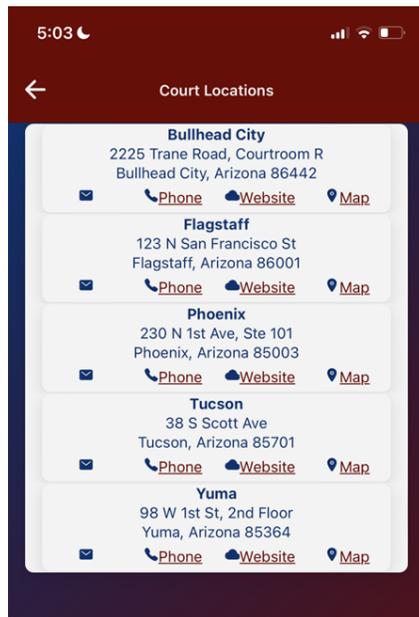
Settings

Tapping the Settings area will bring you to the Settings screen. This screen gives you the opportunity to choose settings that will determine the information displayed in ChapMobile.
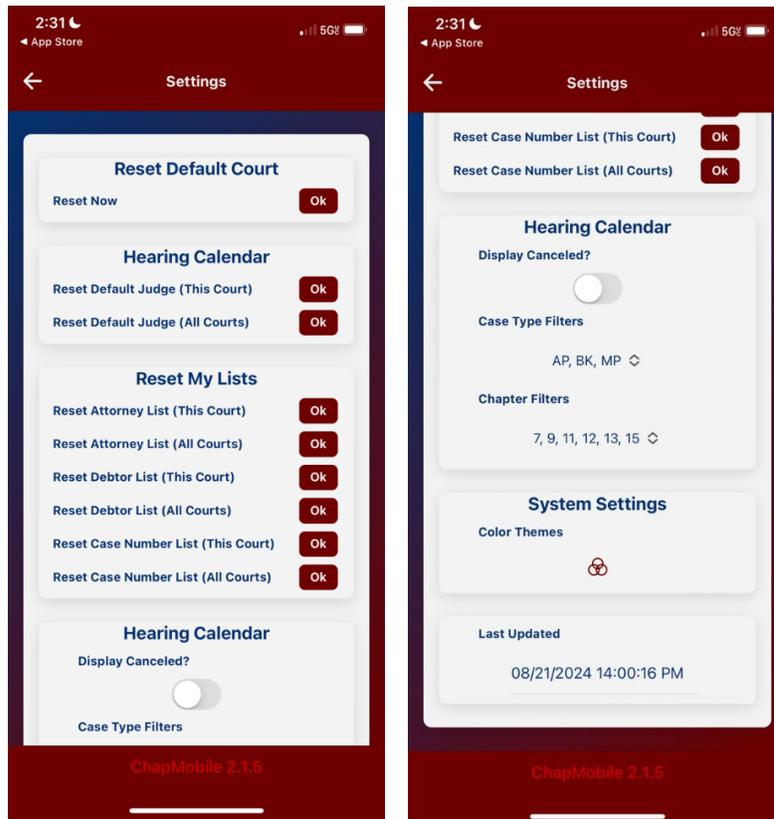
The **Reset Default Court** option allows you to change from the Arizona Bankruptcy Court to another by tapping "OK" next to Reset Now. In the **Hearing Calendar** area, tapping OK for either Reset Default Judge option lets you remove the default judge from the default court or from all courts you are viewing. Use **Reset My Lists** if you would like to delete any of your follow lists you created. Press OK for any of the options and your entire list will be removed, so be sure you want to remove everyone when using these options.

Tapping the Display Canceled bar in the **Hearing Calendar** area allows you to view matters than have been vacated from a hearing calendar. Once you have chosen to display canceled matters, you can revert to suppressing canceled matters from appearing on a hearing calendar by tapping on it again. We recommend having this set to showing the vacated matters. You can further filter to the Type of Case, or the Chapter, also by tapping those options. Under the **Systems Settings** area, you can choose a different color theme for the app. The **Last Updated** area displays the date and time the default court's hearing data was last updated in the ChapMobile app. Finally, the current version of the ChapMobile application displays at the bottom of the screen.