

An email address has been created that will allow you to request a First Meeting calendar or Confirmation calendar, for any date (past or future), be emailed as a printer friendly pdf file.

To accomplish this, the **subject** line of the email must be precisely formatted in the following manner:

Request CalendarDate|CalendarType|NameId

The email should be sent to the following email address: [calendar@ch13gws.com](mailto:calendar@ch13gws.com)

To format the subject line correctly, **include the following word at the beginning of the subject line:** Request

The next data point to include is calendar date. Format the calendar date in the subject line as follows: mm/dd/yyyy Example: Request 01/01/2019

From this point forward, each data point should be separated with the | symbol (generally this is the shift + backslash key).

The next data point to include is the calendar type. There are 3 possible types. Calendar type 1 is our Confirmation calendar. Calendar type 2 is our First Meeting calendar. Calendar type 3 is the complete First Meeting calendar not limited by name. Calendar type 3 is designed for creditors that attend the First Meeting.

Example: Request 01/02/2019|1

The next data point is the Name Id of the debtor attorney requesting the calendar. The Name Id is our number that is used to identify the attorney in cases. The attorneys Name Id will need to be obtained from the Trustee's Office.

**If you want the First Meeting creditor version of the calendar, then use 000000 for the Name Id data point.**

**Example of a Confirmation calendar request:** Request 01/01/2019|1|123456

**Example of a First Meeting calendar request:** Request 01/01/2019|2|123456

**Example of a First Meeting creditor calendar:** Request 01/01/2019|3|000000

The above examples display a correctly formatted subject line for the 3 possible calendar combinations. You will need to enter the appropriate date, calendar type, and Name Id to receive your calendar.

This process is entirely automated. Do not include questions or comments in the body of the email, no one will see them. There is no need for anything else to be included in the email except the email address and a properly formatted subject line.