



**CONTINUANCES**  
***Continued §341 Meetings Only***

***DO NOT email Client Services for a Continuance Date.***  
***The client services telephone line will remain inoperable!***

We automatically continue §341 meetings not held by date range for all cases in which the Trustee has received the **Zoom Videoconference Form (THE FORM)**. Look on Pacer to get the new continuance date. It will give you the continued date, time and instructions.

Continuances are automatically set if you completed the Zoom Videoconference Form (**THE FORM**) and your §341 Meeting was not held on the Original Date because of any issue. Your continue date will not be given at the Original Meeting but we will announce that the meeting will be continued to a later date. The Meeting ID and Password posted on website and on the Notice will remain the same. This usually takes 25-30 days.

If you receive an email indicating that tax returns or other documents are missing, then, you will not be admitted into the Zoom Meeting on that date. Once we receive taxes and process them, we usually send an email advising what years are missing, if any. **You must comply with missing documents before the deadline to submit documents has passed. See Zoom Meeting Deadline posted on our website.** If your §341 meeting is continued it is usually scheduled 25-30 days out.

If you miss your scheduled Zoom Video Conference Meeting because of technical difficulties, the debtor/debtor attorney did not appear, or any other reason not related to missing required documents, then, the §341 meeting will have to be continued. (Usually 25-30 days out.) Again, you



do not have to request a continuance date. Check Pacer for next continuance date and time. If continued dates are not posted on our website, then the meeting has not been continued.

Please read and review the **Instructions for Joining a Zoom §341(a) Meeting of Creditors posted on the UST Website (USTP Instructions for Joining a Zoom 341(a) Meeting of Creditors)** and included in the **Procedure for Videoconference §341 Meetings: Debtor Attorneys/Pro Se** posted on our website. This process is relatively simple, but can take a little bit of time so debtors should **NOT** wait until the day of their hearing to complete this step. The Trustee requests that attorneys test the Zoom video connection with their clients prior to the Zoom Videoconference.

If your client's ID and/or Social Security identification was not submitted, or for any other reason the §341 meeting **was not held prior to October 2, 2023**, then you must comply with the new procedures and submit **THE FORM** so that all meetings can be scheduled using Zoom which is the most current policy and procedure.

If you have any questions about completing and submitting **THE FORM**, or sending required documents, please read the Instructions for **Procedures for Videoconference §341 Meetings: Debtor Attorney/Pro Se** posted on our website [www.chi13.com](http://www.chi13.com).

Thank you

Marilyn O. Marshall  
Chapter 13 Trustee



***Continuances for April 24, 2023 – September 30, 2023  
§341 Meetings***