

Procedures for §341 Meetings: Debtor Attorneys/Pro Se

Purpose

The Office of the Chapter 13 Trustee, Marilyn O. Marshall, will be conducting §341 Meeting of Creditors remotely via **ZOOM**. The Trustee has adopted and is announcing protocols to assist in the participation of the meeting via this document. For the hearing to be conducted, counsel for the debtor(s) must do the following:

1. Submit the debtor(s) Photo Identification and Social Security Number using the Zoom Cover Sheet. “The Cover Sheet” has been revised and appears on our website.
2. Review the Best Practices for Debtor, Debtor(s) Attorney, and other Parties in Interest for Attending Virtual §341(a) Meeting of Creditors in Chapter 7, 12, and 13 cases, published by the U.S. Department of Justice, United States Trustee Program (Hereafter referred to as “Best Practices”).
3. Review the Procedures for §341 Meetings: Debtor Attorney/Pro Se for office protocols.
4. Provide the debtor with the Meeting ID and Password and make sure debtor can connect to Zoom.us/Join.
5. On the Zoom App or zoom.us/join. Enter the meeting ID, then click Join. Follow the prompts to enter Passcode listed under Location on the Notice of the Chapter 13 Bankruptcy Case, or click the link below:

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 746 523 0004

Passcode: 0225301968

This office will remain closed to the public but continues to perform normal business operations. See [Staff Directory](#) to email staff or Trustee.

The telephone number for client services will remain inoperable but §341 issues or questions can be emailed to clientservices@chi13.com or visit <https://www.justice.gov/ust/moc> for technical support.

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Effective Date This revised policy is effective Wednesday, November 15, 2023, and is subject to change. Please refer to the [Zoom Meeting Deadline](#) on our website.

www.chi13.com Refer to the Trustee’s website at www.chi13.com for updated information, specifically “Information of Interest to Debtor Attorneys,” which can be accessed from the home page.

Debtor attorney completes fillable cover sheet Follow these steps to complete the “[Zoom Cover Sheet](#),” referred to as (**THE COVER SHEET**). This is a fillable pdf used only for transmitting the documents. The ID and SS# should be attached to this cover sheet to avoid delays and to protect debtors PII and ensure that information is in the correct case prior to the §341 meeting.

Step	Action
1.	Enter the debtor case number on line 1.
2.	Enter the debtor’s name on line 2 as it appears on the Petition.
3.	Enter the debtor’s email address on line 3.
4.	On line 4 of the form, check the box for the location of the debtor during the meeting (with the attorney or separate from the attorney.)
5.	On line 5 of the form, check the box to indicate whether a translator is needed for the meeting. Indicate the Language.
6.	Make a legible copy of the debtor’s ID to attach.
7.	Make a legible copy of the document containing the debtor’s SSN to attach.

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Debtor attorney emails complete cover sheet with attachments

Follow the information below regarding emailing the completed “**Zoom Cover Sheet**” with attached debtor identification and debtor social security number to the Trustee.

NOTE: Failure to follow the requirements below may result in failure to conduct the §341 Meeting because of delay or attached documents not submitted to trustee timely.

Email Requirement	Description
Email Deadline:	Email the Trustee no later than seven (7) business days prior to the §341 Meeting.
Trustee’s Email address to send to:	ZoomCoverSheet@chi13.com
Email Subject Line:	“Case Number: ZoomCoverSheet” <i>Example:</i> “23-12345: ZoomCoverSheet”
Email Attachment:	Attach the completed “Zoom Cover Sheet” with attached debtor identification and debtor social security number

Required documents

The debtor attorney and/or the debtor emails required documents.

- Please email your most recent paystub to payadvices@chi13.com, using the subject line: “Payadvices 23 B 12345 Smith DDC”
- Please email your tax returns to taxreturns@chi13.com, using the subject line: “Tax returns 23 B 12345 Smith DDC”
- Please email your DSO to dso@chi13.com, using the subject line: “DSO 23 B 12345 Smith DDC”

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Other parties in interest attending virtual §341 meeting

Creditors or Other Parties in Interest should read the Best Practices and log onto the meeting at least 10 minutes prior to the time listed on the Notice of the Chapter 13 Bankruptcy Case.

Make sure your screen name reflects your full name and the case number of the meeting you want to join.

To avoid unnecessary delays, you can check the Trustee website at www.chi13.com and look at **meeting schedule**. Usually, if there is a **Yes** under COVER SHEET/Accepted and **Yes** under Tax Returns, the meeting is scheduled to be held. If documents are not submitted prior to the published deadline, by the debtor attorney/pro se debtor (no later than **7 days prior** to the scheduled meeting), this information cannot be updated, and you still must log-on at the schedule date and time and be placed in the “waiting room” to see if the meeting is called.

Do not email client services on the meeting date to ask if the meeting will be held. If the meeting will not be held, it is announced that “meeting will be continued to a later date.” Check Pacer for continued dates and times. We will continue our usual process and set continued meetings at the end of the month, after all Original Meeting dates and times have been completed. You will not be given a continued date at the Original §341 meeting.

Meetings scheduled for the current week can be found on the home page of our website, www.chi13.com, at the link labeled “[Click Here for §341 Meeting Schedule](#).”

Trustee’s review of required documents

§341 Meeting Coordinator reviews the case documents, including the Cover Sheet, Tax Returns and Pay Advice. **The §341 Meeting is not conducted if “Cover Sheet” and all required §341 Meeting documents have not been received timely and processed.**

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Instructions for joining a Zoom §341(a) Meeting of Creditors

All section 341(a) Meetings of Creditors (“Meeting”) for chapter 7, 12, and 13 cases are conducted virtually by Zoom. These instructions should be read in conjunction with the Best Practices for Debtor(s), Debtor(s)’ Attorneys, and Other Parties in Interest for Attending Virtual § 341(a) Meetings of Creditors in Chapter 7, 12, and 13 Cases (“[Best Practices](https://www.justice.gov/ust/moc)”) which can be found at <https://www.justice.gov/ust/moc>. The set up for all §341 meetings will be the same.

Here is the link for the instructions to set up the Zoom app for the videoconference.

[USTP Instructions for Joining a Zoom 341\(a\) Meeting of Creditors](#)

JOINING A ZOOM MEETING

There are two ways to join a Zoom meeting:

- ◆ [Zoom Application](#) (required for smartphone)
- ◆ [Zoom Website](#)

Detailed instructions for each option are provide in the document. Click on link to read for assistance.

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Debtor Attorney must notify client and arrange for client to join a meeting

The debtor attorney is responsible for notifying their client when and how to access the meeting on the date and time. The Meeting ID and Password are posted in numerous places but officially on the Notice of the Chapter 13 Bankruptcy Case under Location.

Trustee no longer sends invite

Everyone will enter the virtual waiting room until the Host verifies debtor(s) name, case number, meeting time and date. Once you are verified by The Host, you will be placed in a Waiting Room until your meeting is ready to be called. We are following the same concept and format used for an in-person meeting except all meetings are virtual. Arrive earlier if you need to speak with your client outside of the virtual office. Once you step into the virtual door, after we get your name and case number, we will verify the date and time of your meeting and ask you to have a sit in our virtual “waiting room.” We will note your time of arrival, and you will be called or invited into the meeting based upon your arrival and check in time. Your case will be called, and The Host will put you into the breakout room to conduct your meeting. Once in the breakout room, please unmute your audio and make sure your camera is on.

We have 8-15 meetings scheduled at the same time, therefore, **listen** for your name and case number. Attorneys representing multiple clients need to make sure that more than one attorney is available to handle the §341 meetings since we are usually conducting at least three (3) meeting simultaneously. We will not be calling your office to get additional representation. If you are not ready, the meeting will be continued. On any given meeting day, the office will usually have a Host and three hearing offices conducting meetings.

NOTE: Please keep in mind you will not be heard at your exact meeting time, so please wait for your meeting to be called. Also make sure attorneys are available to represent each debtor if more than one meeting is scheduled for a law firm.

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Link to other
resources

Resources from United States Trustee Program
<u>USTP Instructions for Joining a Zoom 341(a) Meeting of Creditors</u>
<u>USTP Best Practices for Debtor(s) and Attorneys</u>
<u>USTP Acceptable ID and SSN Documents List</u>

End

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