

Protocol for Telephonic Section 341 Meetings
Eighth Notice Issued March 23, 2021

On August 28, 2020, The United States Trustee Program extended the requirement that all section 341 meetings be conducted remotely for cases filed during the period of the President’s “Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (Covid-19) issued March 13, 2020, and ending on the date that is 60 days after such declaration terminates. Upon request to the U.S. Trustee, by email to the Assistant U.S. Trustee, a trustee may request permission to conduct a *continued* meeting in-person if the circumstances warrant that course of action and if appropriate safety measures are in place. This notice addresses the protocol for telephonic appearances for **chapter 7** section 341 meetings only. This Notice also provides call-in information, and addresses options for verifying debtor identification.

This Notice provides call-in information for all chapter 7 section 341 meetings for the period from April 1, 2021 through April 15, 2021. Meetings beginning on April 19, 2021 will be *via* Zoom until further notice. A subsequent Notice will be issued for cases with meetings scheduled for dates after March 31, 2021.

Attorneys and debtors may call-in from separate locations. Below are the methods of verifying debtor identification that are acceptable to the U.S. Trustee.

Meeting Date	Trustee	Call-In Number	Debtor/Counsel Passcode
4/5/2021	Herzog	866-654-5711	5932337
4/5/2021	Szilagy	877-953-9691	4948769
4/5/2021	Krol	Zoom	
4/6/2021	Leibowitz	866-654-5711	5932337
4/6/2021	Radtke	877-953-9691	4948769
4/6/2021	Metrou	Zoom	
4/7/2021	Goodman	Zoom	
4/7/2021	Moglia	877-953-9691	4948769
4/8/2021	Cohen	866-654-5711	5932337
4/9/2021	Levey	866-654-5711	5932337
4/12/2021	Peterson	866-654-5711	5932337
4/12/2021	Stein	877-953-9691	4948769
4/12/2021	Kokoszka	866-836-3228	7434886
4/13/2021	Mason	866-654-5711	5932337
4/13/2021	Steege	877-953-9691	4948769
4/13/2021	Zielinski	866-836-3228	7434886
4/14/2021	Desmond	866-654-5711	5932337

4/14/2021	Fogel	877-953-9691	4948769
4/14/2021	Martino	866-836-3228	7434886
4/14/2021	Paloian	866-704-2748	1689737
4/15/2021	Ebner	866-654-5711	5932337
4/15/2021	Newman	877-953-9691	4948769

II. Options for Verifying Debtor Identification

There are multiple methods of verifying debtor identification that are acceptable to the U.S. Trustee under these circumstances.

A. Counsel verifies debtor's appearance and identity at or just prior to meeting of creditors

Step 1: Prior to the 341, the debtor provides counsel with a photo ID and proof of the debtors' social security number.

Step 2: Counsel verifies the debtor's ID and social security number by meeting with the debtor in person for the 341, or alternatively, during or just prior to the meeting confirms the debtor's ID and social security number *via* independent video with debtor such as Skype, Facetime, Teams, etc. Counsel performing this verification must be the counsel appearing on behalf of the debtor at the 341 meeting.

Step 3: During the 341 meeting, counsel will be responsible for verifying *on the record* that the photo ID presented matches the person testifying at the 341 and that the debtors' social security number matches the number indicated on the petition.

Step 4: Copies of both identifying documents will be emailed or faxed to the trustees, ideally prior to the meeting.

**If this method is used, use of the Counsel and Debtor Verification form is not required.*

B. Debtor provides verified Identification Documents after meeting of creditors

Trustee will conduct the meeting but will continue it to a later date so that the debtor can provide the required Identification Documents to confirm their identity. The trustee may allow the debtor to present the required Identification Documents before the next scheduled meeting.

Debtor may provide Identifying Documents before the next scheduled meeting through either (i) submission to the Trustee of the *Counsel and Debtor Verification* form (see below), or (ii) in same manner as *pro se* debtors (below).

Use of the *Counsel and Debtor Verification* form: Counsel will verify debtor identification by providing an attached verified statement to the trustee wherein: (i) counsel verifies under oath that debtor provided the Identification Documents to counsel, (ii) the debtor verifies under oath that they attended the meeting of creditors, and (iii) a copy of the Identification Documents is attached to the *Counsel and Debtor Verification* submitted to the trustee.

**C. *Pro se* debtor verification through
Notary Public or other appropriate official**

A debtor may provide the attached verified statement signed by both debtor(s) and a Notary Public or other noted official. A copy of the Identification Documents is attached to the verified statement, containing a signature of the Notary Public.

**THE DECLARATION CONFIRMING IDENTITY AND
SOCIAL SECURITY NUMBER FORM IS ATTACHED BELOW**

DECLARATION CONFIRMING IDENTITY AND SOCIAL SECURITY NUMBER

In re: (Debtor's Name) _____ (to be completed by debtor)

Bankruptcy Case No. _____ (to be completed by debtor)

Date of § 341(a) meeting of creditors: _____ (to be completed by debtor)

I declare as follows:

1) My name is: _____
(Print or type)

2) My work address is: _____

3) My work telephone number is: (____) _____

4) I am Debtor's counsel, or alternatively, I am a person authorized to administer oaths in the State of _____, by virtue of the following fact:

____ I am a notary

____ I am a court reporter

____ I am a judicial officer

____ I am authorized to give an oath under the Code of Military Justice

____ Other: _____

(Give title and **legal authority** for power to administer oath)

5) I personally verified the identity of the debtor by checking his/her original photo identification:

____ Drivers License (State & number) _____

____ State Identification (State & number) _____

____ Passport (Country, number, expiration date) _____

____ Military Identification (Branch & ID number) _____

____ Other (describe) _____

6) I personally inspected the following original document as proof of the debtor's social security number and orally confirmed it with the trustee:

- _____ Social Security Card
- _____ Social Security Administration Statement
- _____ W-2 Form
- _____ Recent Payroll Stub
- _____ Employer's Health Card or Medical Insurance Card
- _____ Other (specify) _____

7) Attached is a copy of the documents examined **(to which I attached my initials or signature)**.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, _____, in _____, _____.

(Date) (Month) (Year) (City)
(State)

Signature of Person Verifying Identity and Social Security Number

8) I personally appeared at the § 341(a) meeting of creditors on the date noted above.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, _____, in _____, _____.

(Date) (Month) (Year) (City)
(State)

Signature(s) of Debtor(s)

Signature(s) of Debtor(s)