

**Tips for Attending Your Telephonic
Section 341(a) Meeting of Creditors
October 2020**

Every chapter 7 debtor must participate in a Section 341(a) Meeting of Creditors that will be conducted by telephone. The following tips are designed to help you prepare for and participate in your telephonic meeting. If you have questions about your bankruptcy case, you are encouraged to seek free legal advice from the Chicago Bankruptcy Help Desk by calling (312) 229-6344.

Tip No. 1: You must include your current telephone number and email address on your bankruptcy petition so that your Chapter 7 Trustee can call and/or email you information and instructions.

Tip No. 2: A “Chapter 7 Trustee” will be assigned to your case. Chapter 7 Trustees are not permitted to give you legal advice about your case and they cannot serve as your lawyer.

Tip No. 3: You will be required to attend a Section 341(a) Meeting of Creditors about 30 days after your case is filed. You will get notice of the date and time for your meeting in the mail from the Clerk of the Bankruptcy Court. The Notice will also provide you with the name and contact information of your Chapter 7 Trustee.

Tip No. 4: To participate in your required Section 341(a) Meeting of Creditors, you must call in by telephone. To find the telephone number and access code to join your meeting, go to <https://www.justice.gov/ust-regions-r11/region-11-northern-district-illinois> and click on the PDF entitled *Protocol for Telephonic Appearances for Chapter 7 341 Meetings*. Once there, find the date of your meeting and your Chapter 7 Trustee’s name, and the telephone number and access code will be listed at that spot.

Tip No. 5: The Bankruptcy Code requires that you provide your Chapter 7 Trustee with certain documents at least 7 days before your Section 341(a) Meeting of Creditors. At a minimum, you will be required to provide pay stubs for the 60 days before you filed for bankruptcy and the last federal tax return that you filed with the IRS. You should contact your Chapter 7 Trustee to ask what additional documents they require and how you should transmit them.

Tip No. 6: To participate in your Section 341(a) Meeting of Creditors, you are required to provide your Chapter 7 Trustee proof of your identification, including a photo ID and proof of your Social Security Number. To make your meeting go faster, you should provide these items to your Chapter 7 Trustee before your meeting. You will also need to provide your Chapter 7 Trustee a signed and notarized *Declaration Confirming identify and Social Security Number*, which you can obtain at <https://www.justice.gov/ust-regions-r11/region-11-northern-district-illinois> by clicking on the *PDF entitled Protocol for Telephonic Appearances for Chapter 7 341 Meetings*.

Tip No. 7: To find out additional information about bankruptcy, you can read *Bankruptcy Basics* by visiting <https://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics>, published by the Administrative Office of the U.S. Courts.