

**Protocol for Telephonic Section 341 Meetings**  
***Sixth Notice Issued November 16, 2020***

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 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 December 1, 2020 through January 31, 2021. A subsequent Notice will be issued for cases with meetings scheduled for dates after January 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 under the circumstances.

Meeting Date	Trustee	Call-In Number	Debtor/Counsel Passcode
12/1	METROU	Zoom – trustee will provide link via email	
12/2	MARTINO	866-654-5711	5932337
12/2	PALOIAN	877-953-9691	4948769
12/3	COHEN	866-654-5711	5932337
12/3	MOGLIA	877-953-9691	4948769
12/3	NEWMAN	866-836-3228	7434886
12/4	LEVEY	866-654-5711	5932337
12/7	HELMS	866-654-5711	5932337
12/7	RADTKE	877-953-9691	4948769
12/7	SZILAGYI	866-836-3228	7434886
12/8	JOHNSON	866-654-5711	5932337
12/8	STEEGE	877-953-9691	4948769
12/8	STEIN	866-836-3228	7434886
12/9	GOODMAN	Zoom – trustee will provide link via email	
12/10	EBNER	866-654-5711	5932337
12/10	GOLDSTEIN	877-953-9691	4948769

12/10	LEIBOWITZ	866-836-3228	7434886
12/14	HERZOG	866-654-5711	5932337
12/14	KROL	Zoom – trustee will provide link via email	
12/15	FOGEL	866-654-5711	5932337
12/15	ZIELINSKI	877-953-9691	4948769
12/16	DESMOND	866-654-5711	5932337
12/16	GOODMAN (continued)	Zoom – trustee will provide link via email	
12/17	ALSTERDA	866-654-5711	5932337
12/17	REID	877-953-9691	4948769
12/18	GECKER	866-654-5711	5932337
12/18	GIERUM	877-953-9691	4948769
12/18	MASON	866-836-3228	7434886
12/18	RADTKE (continued)	866-704-2748	1689737
12/21	SPRINGER	866-654-5711	5932337
12/22	TAKADA	866-654-5711	5932337
12/23	PETERSON	Trustee will initiate calls in each case	
12/23	BODENSTEIN	Zoom – trustee will provide link via email	
12/24	STEIN	866-654-5711	5932337
12/28	KOKOSZKA	866-654-5711	5932337
1/4	HELMS	866-654-5711	5932337
1/4	HERZOG	877-953-9691	4948769
1/5	TAKADA	866-654-5711	5932337
1/5	PETERSON	Trustee will initiate calls in each case	
1/6	MARTINO	866-654-5711	5932337
1/6	MOGLIA	877-953-9691	4948769
1/6	PALOIAN	866-836-3228	7434886
1/6	STEIN	866-704-2748	1689737
1/7	COHEN	866-654-5711	5932337
1/8	LEVEY	866-654-5711	5932337
1/11	KROL	Zoom – trustee will provide link via email	
1/11	SZILAGYI	866-654-5711	5932337
1/12	LEIBOWITZ	866-654-5711	5932337
1/12	JOHNSON	877-953-9691	4948769
1/13	FOGEL	866-654-5711	5932337
1/13	GOODMAN	Zoom – trustee will provide link via email	
1/13	STEEGE	877-953-9691	4948769
1/14	MASON	866-654-5711	5932337
1/14	NEWMAN	877-953-9691	4948769
1/14	EBNER	866-836-3228	7434886
1/15	GOLDSTEIN	866-654-5711	5932337
1/19	SPRINGER	866-654-5711	5932337
1/19	ZIELINSKI	877-953-9691	4948769

1/20	RADTKE	866-654-5711	5932337
1/20	DESMOND	877-953-9691	4948769
1/21	REID	866-654-5711	5932337
1/22	BODENSTEIN	Zoom – trustee will provide link via email	
1/22	COHEN	866-654-5711	5932337
1/22	GECKER	877-953-9691	4948769
1/25	KOKOSZKA	866-654-5711	5932337
1/26	METROU	Zoom – trustee will provide link via email	
1/27	GOODMAN (continued)	866-654-5711	5932337
1/28	GIERUM	866-654-5711	5932337
1/28	ALSTERDA	877-953-9691	4948769
1/29	RADTKE (continued)	866-654-5711	5932337

## II. 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 verified 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 the debtor such as Skype, Facetime, Teams, Zoom, 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 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)

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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)

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Signature(s) of Debtor(s)

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Signature(s) of Debtor(s)