

## **INFORMATION RE TELEPHONIC 341(a) MEETING OF CREDITORS**

The Meeting of Creditors for one or more of your client's cases will now take place by **TELEPHONE ONLY**. Our office will be filing notices with the court with additional information regarding the 341(a) date, time, and teleconference instructions. This sheet is provided to answer questions and request your advance cooperation to ensure that the telephonic 341(a) meetings are conducted as efficiently as possible.

**No one** should appear at the physical location of the meeting stated in the original notice. The Debtor, Debtor's counsel (if any), and any party in interest wishing to participate, shall call the conference number **1-866-916-8264**, using Participant Code **2983420#**. Please note that each trustee is assigned a *unique* conference telephone number and *unique* participant code number. This phone and participant number are for Trustee Wesley H. Avery *only*.

### **Call-In procedure**

- As there will be multiple parties on the line, every party calling into the meeting should call in from a secure line with minimal background noise.
- Once connected to the conference line, the caller's phone must be placed on *mute* until the case is called.
- When the case has been called, parties should speak loudly into the telephone as the trustee is making an audio recording of the meeting.

### **Document Requirements PRIOR To 341(a) Meeting**

- Debtor must submit the following documents 7 days prior to the 341(a) Meeting by uploading to Stretto's Document Portal (*available only to debtors with counsel*). **\*\*Uploading is strongly preferred\*\*** Documents will also be accepted by email to Lucy@AveryTrustee.com or via fax to (661)430-5467:
  1. Photo identification and proof of Social Security number;
  2. Most recent filed tax return;
    - ↳ If Debtor is not required to file Tax Returns, please provide a Tax Declaration (attached)
  3. Copies of bank statements for prior 3 months, including petition date;
  4. Completed and signed Trustee Questionnaire (attached to this notice);
  5. If debtor has Domestic Support Obligations, please provide completed DSO form (attached).
- Debtor must read the Bankruptcy information Sheet *prior* to the 341(a) Meeting, which is attached to this information notice, and also available on the Department of Justice's website in several languages: <https://www.justice.gov/ust/bankruptcy-information-sheet-0#whenufile>
- We are working on making these forms and updated information available on the trustee's website, so please check the website frequently for updates and posted calendars.
- Failure to provide appropriate and timely proof of the enumerated required documents will result in continuance of the 341(a) Meeting.

### **Requirements During the Call**

- The debtor and counsel must have available a copy of the petition, schedules, statement of financial affairs, means test, Rule 4002 documents or any other case documents that the debtor may reasonably be questioned about during the 341 Meeting.
- Debtor's counsel will be responsible for confirming the validity of previously submitted Debtor's ID and SSN evidence by affirming on the record at the meeting that they have verified the Debtor's identification and Social Security Number.

### **Interpreter**

- If the debtor requires an interpreter, please promptly contact the trustee administrator in advance by email to Lucy@AveryTrustee.com, to request an interpreter. An advance request will assist in a more efficient meeting.

### **Continuance Request**

- If the debtor or counsel will be unable to appear for the 341 Meeting by phone as set out in this notice, promptly contact the trustee administrator by email to Lucy@AveryTrustee.com to request a continuance.

*If you have any questions, please contact Trustee Administrator, Lucy Mavyan by email at [Lucy@AveryTrustee.com](mailto:Lucy@AveryTrustee.com). **Please do NOT call the office.***