

**INSTRUCTIONS FOR §341 TELEPHONIC HEARINGS
DURING THE 2020 COVID-19 PANDEMIC
as of March 18, 2020**

In order to limit exposure and maximize social distancing during the Covid-19 Pandemic, and in compliance with the directive issued by the US Trustee, §341 hearings will not be conducted in person. Hearings may be continued or conducted telephonically.

1. Should you choose to proceed with a telephonic hearing, counsel will be responsible for connecting with his/her client(s) (either in person at counsel's location or via video conference).
2. The hearing examiner will contact debtor's counsel at his/her office phone number unless counsel notifies Molly Hartnell by email (molly.hartnell@ch13columbus.com) at least 48 hours prior to the hearing that counsel wishes to be contacted at a different number.
3. Please be available at the scheduled hearing time. If other hearings are scheduled in the same time slot, your case may not be called until after the scheduled hearing time. Please be patient.
4. Once the call is connected, the hearing examiner will call the case and indicate that the hearing is being conducted telephonically with debtor(s) and counsel present in a separate location. The hearing will be recorded by the hearing examiner.
5. The hearing examiner will ask counsel to identify himself/herself and to proceed with verifying the debtor(s) identify and social security number(s).
6. Once counsel has identified himself/herself, have the debtor(s) identify himself/herself for the record.
7. Once the debtor(s) have identified himself/herself, administer the oath: "Do you swear or affirm to tell the truth under penalty of perjury?"
8. Once the oath is administered, verify the identity of the debtor(s) by personally examining one of the following original forms of photo identification:
 - a. Driver's License
 - b. State Identification Card
 - c. Passport
 - d. Military Identification
 - e. Other (describe the form of identification)
9. Once identify is verified, verify the debtor(s) social security number by personally inspecting one of the following original documents:
 - a. Social Security Card
 - b. W-2 Form
 - c. Recent Pay Advice
 - d. Employer's Health Plan Card or Medical Insurance Card
 - e. Other (describe the form of proof)
10. Once the above steps are complete, the hearing examiner will proceed with the hearing.