

**INSTRUCTIONS FOR §341 TELEPHONIC HEARINGS  
DURING THE COVID-19 PANDEMIC FOR ALL SOUTHERN DISTRICT OF OHIO  
STANDING CHAPTER 13 TRUSTEES  
as of April 6, 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 for Region 9, §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 ensuring his/her client(s) ability to participate either:
  - a. telephonically with a notary present,
  - b. in person at counsel's location,
  - c. via video conference, or
  - d. telephonically with a declaration completed by counsel after the §341 is held and provided to the Chapter 13 Trustee's office (see below).
2. Counsel will be responsible for sending any required documents prior to the hearing as normal, if required by the Chapter 13 Trustee.
3. Counsel and his/her client(s) should call the conference line for the appropriate standing trustee at the §341 meeting time. If the trustee elects not to use the conference line, the hearing examiner will contact debtor's counsel at his/her office phone number unless counsel notifies the Chapter 13 Trustee at least 48 hours prior to the hearing that counsel wishes to be contacted at a different number.
4. 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 and wait until your case is called.
5. 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.
6. The hearing examiner will ask counsel to identify himself/herself and to proceed with verifying the debtor(s) identify and social security number(s).
7. Once counsel has identified himself/herself, counsel shall have the debtor(s) identify himself/herself for the record.
8. Once the debtor(s) have identified himself/herself, counsel will administer the oath: "Do you swear or affirm to tell the truth under penalty of perjury?"
9. Once the oath is administered, counsel will verify the identity of the debtor(s) by personally examining, or via video conference (ie. FaceTime, Skype, Zoom) 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)
10. Once identity is verified, counsel for the debtor will verify the debtor(s) social security number by personally inspecting, or via FaceTime or Skype, 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)
11. Once the above steps are complete, the hearing examiner will proceed with the hearing.
12. Counsel are to continue to follow each trustee's procedure for the return of required documents after the hearing.

**DECLARATION REGARDING ADMINISTRATION OF OATH AND  
CONFIRMATION OF IDENTITY AND SOCIAL SECURITY NUMBER**

In re: (Debtor's Name)

Bankruptcy Case No. \_\_\_\_\_

Date of telephonic or video conference appearance at § 341(a) meeting of creditors: \_\_\_\_\_

I declare as follows:

1) My name is: \_\_\_\_\_  
(Print or type)

2) My work address is: \_\_\_\_\_

3) My work telephone number is: (\_\_\_\_) \_\_\_\_\_

4) The address from where I participated in the § 341(a) meeting of creditors is:  
\_\_\_\_\_

5) 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)

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

\_\_\_\_\_ Driver's License (State & number) \_\_\_\_\_

\_\_\_\_\_ State Identification (State & number) \_\_\_\_\_

\_\_\_\_\_ Passport (Country, number, expiration date) \_\_\_\_\_

\_\_\_\_\_ Military Identification (Branch & ID number) \_\_\_\_\_

\_\_\_\_\_ Other (Describe) \_\_\_\_\_

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

\_\_\_\_\_ Social Security Card

\_\_\_\_\_ Social Security Administration Statement

\_\_\_\_\_ W-2 Form

\_\_\_\_\_ Recent Payroll Stub

\_\_\_\_\_ Employer's Health Card or Medical Insurance Card

\_\_\_\_\_ Other (specify) \_\_\_\_\_

8) On \_\_\_\_\_, I did administer an oath to the debtor, prior to the standing trustee commencing  
(Date)

the questioning of the debtor for the telephonic or video conference interview of \_\_\_\_\_ the debtor.

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 Administering Oath and Verifying Identity and Social Security Number