

## Zoom Meeting Guidelines

Effective September 1, 2023, all Section 341 meetings are to be conducted by Zoom. The following guidelines have been created by the offices of Trustees English and Bailey in order to ensure that the virtual 341 meetings are efficient, free from distraction, and easily allow all parties to participate. Since the Zoom process will be new for everyone, it is our intention to update these guidelines as we learn what does and does not work well. We also welcome constructive feedback from members of the bar to help us improve this process.

Please review the following guidelines. Be sure to comply with the deadlines contained herein, as we may be required to adjourn the 341 meeting if the deadlines are not met.

1. **IDENTIFICATION DOCUMENTS: At least 7 days prior to the scheduled 341 meeting,** we must receive a legible copy of the debtor's Photo ID and Social Security Number document. A list of acceptable documents is provided below. Failure to upload documents in a timely manner and/or of sufficient quality for us to verify identities may result in an adjournment of the 341 meeting.

These documents must be uploaded to the respective Chapter 13 Trustee's office via the secure upload website:

<https://bkdocs.us/>

*\* Be sure to select the correct Chapter 13 Trustee on the website.*

2. Connection Quality: Prior to the 341 meeting, debtor attorneys should check that they and their client(s) both have adequate internet connection. An inability to connect to the Zoom meeting may result in the 341 meeting being adjourned. To avoid these issues, we strongly recommend that debtors appear from their attorney's office, if possible.
3. Interpreters: If an interpreter will be needed, the debtor's attorney should contact the United States Trustee and the respective Chapter 13 Trustee as soon as possible, so we can arrange for one to be present at the 341 meeting. Failure to timely secure an interpreter will result in the 341 meeting being adjourned.
4. Creditors: Please contact the relevant Chapter 13 Trustee's office at least 48 hours prior to the scheduled meeting to advise us of your attendance, so we know to look for you in the Zoom meeting. We will still be asking for creditors for each case when they are called, but advanced notice will make meetings go more smoothly.

5. Meeting Screen Names:

- a. *Debtors:* When logging into the meeting, please be sure that debtors use the name(s) that were listed on the petition. Please do not use nicknames or other screen names that will not allow us to identify the debtors.
- b. *Attorneys:* Please list your name. If you are filling in for another attorney, please put their name in parenthesis after your name.
- c. *Creditors:* Please list the case number in which you wish to participate, the name of the creditor represented, then the attorney's name.

6. Meeting Location Requirements: All attendees for a 341 meeting should

- a. Be in a quiet location;
  - b. Wear appropriate attire;
  - c. Have access to their bankruptcy petition, schedules, and other documents;
  - d. Not be operating a motor vehicle or other machinery; and
  - e. Not be conducting any other work or business during their meeting.
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**Acceptable Identification Documents :**

**Acceptable Photo Identification Documents**

- Driver's license
- U.S. government ID
- State ID
- Student ID
- Passport or current visa, if not a U.S. citizen
- Military ID
- Resident alien card
- Identity card issued by a national government authority

**Acceptable Social Security Number Documents**

- Social Security card
- Medical insurance
- Pay stub
- W-2 form
- IRS form 1099
- Social Security Administration Statement
- ITIN (only if debtor is not eligible for a Social Security Number)

## Zoom Meeting Information

For Trustee English cases:

Link:

[Join Meeting](#)

Meeting ID: 737 570 0890

Passcode: 7647219063