

PROCEDURES FOR TELEPHONIC 341 MEETINGS OF CREDITORS
Updated 6/2020

Debtor's Attorney and/or Debtors without Attorney:

At this time, due to the current public health crisis related to COVID-19, our 341 Meeting of Creditors will **not be conducted in person**.

Rather, our 341 Meetings will be held **telephonically**.

In order to participate in this call, you must call (from a touch-tone phone): **1-517-444-4312** (local/toll number) **or 1-866-675-7493** (toll free number), then follow the instructions to enter the participant code. The participant passcode is: **2520859**.

Please make sure to call in at least 10 minutes prior to your scheduled time to make sure you can connect. Please keep your line muted until you hear your case called.

You "MUST", no later than 24 hours prior to your 341 date and time, provide an imaged copy of the debtor's photo identification and verification of the social security number of the debtor to the Trustee. Attached is a list of acceptable forms of ID and SSN verification. *It is expected that the debtors' attorney will have reviewed the identification documents in person, by video or by some other means, prior to the scheduled 341 Meeting. The debtor's attorney must review the debtor's identification and social security verification documents and comply with either (a) or (b):*

- (a) The debtor's attorney is required to prepare an affidavit from the debtor attesting to the validity and originality of the documents. At the beginning of the 341 Meeting the Trustee will ask the debtor's attorney to verify on the record that they checked the social security card and driver's license, and that that it is the debtor that is testifying. Attached is an affidavit form that can be used. IF THE AFFIDAVIT IS NOT RECEIVED AT LEAST 24 HOURS PRIOR TO THE 341 MEETING, THE 341 MEETING WILL BE CONTINUED.

- (b) At the 341 Meeting of Creditors, the debtor's attorney will be asked to make a statement on the record indicating what **original** identification documents they reviewed and provided to the Trustee, and that they verified that the information in these documents matches the name and identification number on the notice of the 341 Meeting of Creditors.

If you are a debtor without an attorney, you must provide a copy of your original identification document and social security verification directly to the Trustee's office no later than 24 hours prior to the 341 MEETING. Additionally, you must also complete the attached Statement by Debtor Not Represented by an Attorney and return this form to the Trustee's office no later than 24 hours prior to the 341 MEETING.

Interpreter Services: Please advise the Trustee's office in advance if interpreter service is needed.

To Request a Continuance: To request a continuance to a later date, please advise the Trustee's office as soon as possible.

For a successful telephonic 341, the Trustee requires the following practices be followed:

- 1) Use a landline, instead of a cell phone, if possible. Do not use the speaker function of your phone.
- 2) After dialing the Trustee's number, immediately place your phone on mute and listen and wait for your case to be called. Once your case is called, unmute your phone and identify yourself.
- 3) Participate on the call from a quiet area, with as little background noise as possible.
- 4) Do not put the call on hold at any time after the call is connected to the Trustee.
- 5) If parties are participating in the meeting from the same location, use separate touch-tone phones to participate.
- 6) Once your meeting is finished, please hang up.
- 7) If you get disconnected during the meeting, please call back.

If you have any questions and/or need to submit any required documentation, please email the Trustee's office at sfcalendar@burchardtrustee.com (for San Francisco cases) or srcalendar@burchardtrustee.com (for Santa Rosa and McKinleyville cases).