



U.S. Department of Justice

United States Trustee
Southern District of California

880 Front Street, Suite 3230
San Diego, CA 92101

619-557-5013
FAX 619-557-5339

Website address: www.usdoj.gov/ust/r15

NOTICE REGARDING TELEPHONIC § 341 MEETINGS OF CREDITORS IN THE SOUTHERN DISTRICT OF CALIFORNIA

EFFECTIVE April 3, 2020

On March 16, 2020, the United States Trustee Program (“USTP”) issued a notice that all in-person § 341 (“341”) meetings scheduled through April 10 were continued to a later date, unless telephonic or other alternative means of conducting the meeting were arranged which did not require personal appearance by the debtor. On April 1, 2020, the USTP extended this requirement to all cases filed through May 10, 2020. Appropriate notice will be provided to parties in accordance with bankruptcy law and rules.

This Notice provides information regarding:

- Reminder that meetings are now conducted telephonically, until further notice.
- Methods for providing proof of debtor’s identification for 341 meetings conducted *telephonically*.
- Dial-in instructions for the 341 meetings.
- Limited English Proficiency Program
- Bankruptcy Information Sheet

Telephonic Meetings of Creditors.

All 341 meetings will be held telephonically. Follow instructions for date, time, and conference lines provided in Court Notice of Bankruptcy Case.

Bring Documents. Debtors should have their bankruptcy documents available during the meeting of creditors in the event there are questions about the information in the documents. Failure to do so may result in a continuance of the meeting of creditors to a later date.

No Recording. The meeting of creditors will be recorded by the trustee. Any other recordings are prohibited.

Debtor Identification Methods.

**Valid government ID and proof of social security number (SSN) (“Identification Documents”)*

Valid forms of ID: driver’s license, state ID card, passport, military ID.

Valid forms of SSN: SSN card, SSA statement, ITIN card, W-2, recent payroll stub, medical insurance card (*full SSN must be present on document provided*)

A) Unrepresented Debtors provide ID and SSN Information Prior to 341 Meeting.

- The debtor shall copy, scan, or take a picture of their Identification Documents and send or fax the documents to the trustee before the 341 meeting.

- The debtor shall submit the documents at least 14 days before the 341 meeting.¹
- The trustee will ask the debtor questions during the 341 meeting to confirm both delivery and the information contained in the Identification Documents.

B) Counsel Verifies Debtor’s ID and SSN Prior to 341 Meeting.

- The debtor, through counsel, is required to provide the trustees with an imaged copy of the debtor’s photo identification **and** proof of the debtor’s social security number or other acceptable means of identity that are consistent with existing trustee handbook requirements, no later than 14 day before the meeting of creditors. Debtor’s counsel shall complete and attach the Identification Documents to a Declaration Confirming Identity and Social Security Number for Telephonic Section 341(A) Meeting (“Declaration”). A copy of the declaration form is attached.
- Copies of these Identification Documents and Declaration (Identification Packet) must be provided to the trustee via E-Docs. Counsel shall upload the Identification Packet as a separate pdf. file from other E-Doc documents.

Dial-In Information.

*Please dial the appropriate location call-in number and enter the passcode and **immediately** place your phone **on mute**.*

Listen for your 341 meeting to be called and unmute your phone.

- Use a landline, instead of a cell phone, if possible, and not use a speaker phone.
- Make the call from a quiet area where there is as little background noise as possible.
- When speaking, identify yourself.
- Do not put the phone on hold at any time after the call is connected.
- If any party is attending the meeting from the same location as another party, use separate touch-tone phones to participate.
- Once your 341 meeting is finished, hang up.
- If anyone is disconnected before the meeting is finished, they should call back.

The call-in numbers and participant passcodes are attached.

Limited English Proficiency Program.

There are tele-interpreter services available for 341 meetings. If the debtor would like to have the participation of a tele-interpreter for the 341 meeting, please inform the trustee in advance of the meeting. Contact information for all trustees is available at https://www.justice.gov/ust/eo/private_trustee/locator/7.htm

Bankruptcy Information Sheet.

Debtors must review the Bankruptcy Information Sheet and confirm they have reviewed it at the 341 meeting. This information is available at <https://www.justice.gov/ust/bankruptcy-information-sheet-0>

¹ For April 13 – 24, 2020 Section 341 Meetings, it is understood that documents may be submitted later, but should be provided as soon as possible before the scheduled meeting to avoid the need to continue the meeting.

SECTION 341 MEETING CONFERENCE LINES FOR TELEPHONIC MEETINGS

Chapter 7 Cases by Trustee San Diego	TOLL FREE NUMBER	PARTICIPANT PASSCODE
Leonard Ackerman	877-954-1813	6058644#
Christopher Barclay	866-654-9679	6183216#
Gerald Davis	877-954-1813	6058644#
Leslie Gladstone	866-654-9679	6183216#
James Kennedy	866-734-9190	3816143#
Ronald Stadtmueller	866-734-9190 866-745-9009 (Only for April 22, 2020 meetings)	3816143# 4873623#
All Initial Chapter 7 §341 Meetings for El Centro	877-784-0143	4124607#
Chapter 13 Cases by Trustee San Diego and El Centro	TOLL FREE NUMBER	PARTICIPANT PASSCODE
Thomas Billingslea	866-794-1889	8725230#
David Skelton	866-737-0422	8579908#

Chapter 11 Cases

United States Trustee Staff	TOLL FREE NUMBER	PARTICIPANT PASSCODE
Haeji Hong	877-939-8015	3135445#
Kristin Mihelic	877-939-8015	3135445#
David Ortiz	877-327-1920	7293433#
Corina Pandeli	877-327-1920	7293433#
Leslie Skorheim	877-874-4964	9790041#

**DECLARATION CONFIRMING IDENTITY AND SOCIAL SECURITY NUMBER FOR
TELEPHONIC §341(A) MEETINGS**

In re: (Debtor(s)' Name(s)) _____
Bankruptcy Case No. _____
Date of § 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) I am Debtor's counsel, or alternatively, 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 authorized to give an oath under the Code of Military Justice
____ Other: _____
(Give title and legal authority for power to administer oath)
- 5) I personally verified the identity of each debtor by checking his/her photo identification (for joint debtors note for both the debtor and joint debtor):
____ Driver's License (State & number) _____
____ State Identification (State & number) _____
____ Passport (Country, number, expiration date) _____
____ Military Identification (Branch & ID number) _____
____ Other (describe) _____
- 6) I met with the debtor(s) in person or via electronic video conferencing (i.e., Zoom, Face Time, or similar video technology) and verified that the person(s) in the photo ID(s) provided with this declaration is/are the debtor(s).
- 7) I personally inspected the following document(s) as proof of the debtor(s) social security number and confirm it with the trustee by signing this declaration (for joint debtors note document reviewed for each debtor):
____ Social Security Card
____ Social Security Administration Statement
____ W-2 Form
____ Recent Payroll Stub
____ Employer's Health Card or Medical Insurance Card
____ Other (specify) _____
- 8) Attached are copies of the documents examined (to which I attached my initials or signature).
- 9) The above-noted documents were provided to me by the debtor(s).
- 10) Based upon my examination of the above-noted documents, I have no basis to doubt the authenticity of the documents I inspected.

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 Verifying Identity and Documents Provided