

## **NEW PROCEDURES FOR FIRST MEETING OF CREDITORS**

Effective immediately, all First Meeting of Creditors will be conducted telephonically. This notice will dictate the procedures which must be utilized by all parties involved in the process.

The **§341 Meeting Notice** will no longer have a street address for place of meeting, but will now include a **phone number and participant number** which will be used for each call-in 341 meeting. The phone number and participant numbers are different for each Trustee so **PLEASE DO NOT LOSE THE NOTICE** and make sure your client(s) **DOES NOT LOSE THE NUMBER**.

A Photo Identification and Social Security Number verification **MUST be sent to me with the other requested documents through the document upload portal** (not my email) **AT LEAST 7 DAYS IN ADVANCE OF THE SCHEDULED 341 MEETING**. Without them the meeting cannot take place.

The 341 Notice will also give a **SPECIFIC TIME** for each 341 meeting, Example: April 20, 2020 at 9:10 AM. **The specific time is for THAT CASE ONLY! YOU MUST CALL IN AT THE SPECIFIC TIME.** ONLY the attorney and the Debtors should be on the call. Family members, friends or additional staff should NOT be on a separate phone using the call-in numbers. The extra participation slots are for creditors and/or the U. S. Trustee.

You **CANNOT call in early** because your client might be nervous and want to listen in. You **CANNOT BE LATE!** In order for this to work efficiently, everyone needs to do their part to follow the procedure and be on time! If you are not prepaid to go forward at your designated time, the case will be rescheduled.

It is NOT necessary that the Debtor be in your office for the call. Debtor(s) can call from their location and you can call in from yours.

Since you will not have the opportunity to greet and speak with your client at the 341 Room, **PLEASE be sure your clients are prepared for their meeting in advance of the call**. Be sure they have read and are familiar with the U. S. Trustee Guidelines as they must affirmatively answer that question as part of their 341 meeting.

Also, no longer can documents be brought to the 341 meeting. **DOCUMENTS MUST BE UPLOADED TIMELY OR THE 341 MEETING CANNOT TAKE PLACE.**

**\*\*INTERPRETER:** To assist with the efficient handling of telephone 341 meetings, please advise me via email ([kaw@kawpa.com](mailto:kaw@kawpa.com)) at LEAST 7 DAYS IN ADVANCE OF THE MEETING if your client will need an interpreter.

**ONLY EMAILS TO TRUSTEE WELT ([kaw@kawpa.com](mailto:kaw@kawpa.com)) WILL BE ANSWERED.**

**Please no phone calls.**