

# Lilian G. Tsang Chapter 13 Standing Trustee

209-576-1954

## Notice to Attorney Regarding Telephonic 341 Meetings

The debtor(s) has/have been scheduled for a telephonic meeting of creditors. Please immediately provide to the Trustee's office an imaged copy of the debtor(s) photo identification and proof of the debtor(s) social security number.

Both you and the debtors should receive, or may have already received, a Notice of Chapter 13 Bankruptcy Case with the date and time of the meeting of creditors, and the telephone number to be called and the passcode to be entered to join the meeting. The telephone number is **1-877-691-9878** and the passcode is **2488085**. Please call this number approximately five minutes before the meeting is to begin.

Note: multiple meetings are scheduled each hour just like the in-person meetings so you may be joining meetings in progress. Please take the time to instruct your debtors regarding the call in process and to advise them that they will be in a phone conference with multiple meetings being conducted so they need to be quiet until their case is called and to comport themselves with appropriate phone conference etiquette including calling from a quiet place free from external noises (dogs, cats, kids, etc.). If possible, they should mute their phones until their case is called.

The debtors will be sworn in, and the meeting will be recorded just as in-person meetings.

Pursuant to United States Trustee policy, you as the attorney of the debtor(s) will be asked certain questions at the 341 meeting regarding your certification of the debtor(s) identity and social security number. These questions are required by the United States Trustee, and they must be answered on the record during the meeting.

If you have any questions regarding this process, please do not hesitate to call or email the case administrator assigned to the debtor's case.