

§341(a) MEETING OF CREDITORS

Effective with §341 meetings scheduled for June 1, 2024, and until further notice, §341(a) Meetings of Creditors will be conducted via **Zoom videoconference**. **All parties interested will attend remotely, similar to the protocols for Court hearings, through Zoom videoconference (creditors may call into zoom conference). You will receive official notice of your hearing date and time from the Clerk's Office. The notice will contain the same Zoom information listed below.**

The structure and requirements of a traditional §341 meeting will still apply, including but not limited to, the requirement to provide certain documents 14 days in advance of the meeting:

- Unfiled tax returns must be filed at least one day prior to the meeting and provided to the trustee;
- Debtor(s) must provide appropriate identification and verification of the SSN;
- Documentation such as current pay information and bank statements.

The meeting will not be conducted if the appropriate proof of identification and verification of the SSN are not provided to the trustee's office at least 14 days in advance of the scheduled hearing. Please continue to use the secure document portal www.13documents.com to provide all relevant documentation.

Several cases will be set at 30-minute increments, it is imperative that you be on time and prepared for your meeting. Your case may be called in any order, so please be on time and be prepared for your case to be called at any time during your time slot. Failure to do so may result in the expiration of your time slot and the meeting being adjourned. Please be advised that because several meetings may be conducted at the same time, it is important that you join the Zoom video conference timely so that you can be assigned to the correct room. Name yourself appropriately so that you may be assigned to the correct breakout room. If the §341 meeting cannot be concluded within the allotted time it will be adjourned to another date. If the meeting is adjourned, we will attempt to schedule another conference call as soon as possible to conclude the meeting.

Your cooperation and understanding is appreciated. Please check my website: www.ch13hou.com on a regular basis for updates. Should you require assistance please do not hesitate to contact dawn_h@ch13hou.com (713-979-3422).

DEBTORS AND DEBTOR'S COUNSEL MUST ATTEND BY VIDEO ON ZOOM:

To join the videoconference 341 meeting on Zoom, please click on the below link:

Zoom meeting ID: 223 248 9512 and Passcode: 1291903731

<https://us02web.zoom.us/j/2232489512?pwd=OExwS3ZlN1dtNENEc2IwUXJ4NEJkZz09>

Click on "Launch Meeting"

Please enter your full name. Please make sure your camera and audio are both on. Please wait patiently as there may be another meeting in progress. Creditors should include the case number in their screenname. Creditors may join by video or conference line below for audio only.

Teleconference Line: 1 (346)205-0870

ID: 223 248 9512 and passcode: 1291903731

*Note: You must use a touch-tone phone to participate in a zoom meeting by audio.

For additional information please see the US Trustee's best practices and information below.

[Instructions for Joining a Zoom § 341\(a\) Meeting of Creditors \(justice.gov\)](https://www.justice.gov/insd/instructions-joining-zoom-341-a-meeting-creditors)

[Best Practices for Debtors, Debtors' Attorneys, and Other Parties in Interest for Attending Virtual § 341\(a\) Meetings of Creditors in Chapter 7, 12, and 13 Cases \(justice.gov\)](https://www.justice.gov/insd/best-practices-debtors-debtors-attorneys-and-other-parties-interest-attending-virtual-341-a-meetings-creditors-chapter-7-12-and-13-cases)