

<p>WILLIAM E. HEITKAMP, STANDING CHAPTER 13 TRUSTEE SOUTHERN DISTRICT OF TEXAS</p>
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**§341(a) MEETING OF CREDITORS CONFERENCE CALL
COVID-19 EMERGENCY POLICY**

Effective with §341 meetings scheduled for April 15, 2020 and until further notice, §341(a) Meetings of Creditors will temporarily be conducted via conference call. If your §341(a) meeting date was previously canceled due to the events surrounding the COVID-19 pandemic a rescheduled hearing date will be set and you will receive notice of the hearing date from the Court or Docket text with either conference line number 1 or 2 assigned. Hearings will be reset to the previously scheduled Wednesday dates of April 15th, 22nd and 29th, or newly added Thursday dates of April 23rd and 30th. All parties in interest will attend remotely through conference call.

The structure and requirements of a traditional §341 meeting will still apply, including but not limited to, the requirement to provide certain documents 7 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 7 days in advance of the scheduled hearing. Please continue to use the secure document portal www.13documents.com to provide all relevant documentation.

Due to the rigid nature of this scheduling, it is imperative that you be on time and prepared for your appointment. Failure to do so may result in the expiration of your time slot and the meeting being adjourned. Please be advised that because 2 staff attorneys will each be conducting a separate meeting at the same time, it is important that you dial in to the correct assigned conference number for your meeting. Further, we will be limiting the meeting length to 15 minutes. 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.

We understand that this a new and unfamiliar method of conducting §341 meetings, but these are unique times and we must work together to ensure the continuation of the Chapter 13 process. We request your patience as we, too, become familiar and comfortable with this new process. 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 barb_w@ch13hou.com (713-979-3421) or dawn_h@ch13hou.com (713-979-3422).

**CONFERENCE LINE #1: Dial (Toll Free): 866-819-6601; Participant passcode: 9556842
CONFERENCE LINE #2: Dial (Toll Free): 866-919-4656; Participant passcode: 6384477**

***Note: You must use a touch-tone phone to participate in a conference.**