**341(a) procedures for chapter 13 cases in the Santa Ana Division**

341(a) meetings of creditors will be conducted remotely for the Santa Ana Division of the Central District of California.

The 341(a) conference line of 1-866-916-8638 and the “participant code is 9393985#” will be monitored and any party appearing on the line will either continue through the line or be redirected to a Zoom video conference at the participant’s option.

**If you are a creditor in the case and plan to appear at the 341(a) meeting, please send an email to** **efile@ch13ac.com** **to request a link to the Zoom meeting. The invitations to the Zoom 341(a) meeting will be available one week prior to the meeting.**

Attorneys representing Debtors at the 341(a) meeting will be asked to upload the debtor(s) ID and Social Security number to [bkdocs.us](https://bkdocs.us/). A document type has been added to the site to accommodate these documents and deliver them to the Debtors’ case for verification by the hearing officer.

We expect compliance with all the requirements of §521 and Local Bankruptcy Rule 3015-1.

341(a) meetings will be conducted by video conference using Zoom whenever possible. The office will have the Trustee and two staff attorneys conducting meetings concurrently.

Invitations to the Zoom meeting will be sent by each officer to cases on calendar. We will make sure that cases are grouped by attorneys so one attorney does not have to deal with competing Zoom meetings in the same calendar.

Attorneys should determine whether the debtor(s) will be able to participate into the Zoom meeting by video conference or telephonically. The attorney is to forward the Zoom invite to each client and preferably test whether the client knows how to access a meeting in Zoom.If the appearance will be telephonically, the phone number and meeting code should be provided by the attorney to their client. If your client will need translation assistance, please let the hearing officer who sent you the Zoom invitation know as soon as possible.

We will be sending through snail mail the same information to Pro Per. Pro Per debtors are encouraged to send a request for the Zoom invite by email to efile@ch13ac.com. Pro Per debtors will also be provided a link to upload their proof of ID and proof of SS# securely to their case.

Plan payments can be submitted to the lockbox at the usual address or through ePay. Plan payments should not be mailed to the office as all such payments are simply forwarded to the lock box, delaying their application to the case. Information on how to make plan payments is available by following this link “[How to Make a Plan Payment…](https://www.13network.com/trustees/snt/sntdocs/How%20to%20make%20plan%20payment.pdf)” for payments made by cashier’s checks and money order or this link “[Make your payment with and internet check](https://www.13network.com/trustees/snt/snt_epay.aspx)” for ePay payments.