



U.S. Department of Justice

Office of the United States Trustee
Southern District of Florida

Suite 1204 (305) 536-7285
51 SW First Avenue
Miami, FL 33130 FAX (305) 536-7360

IMPORTANT NOTICE

April 3, 2020

OFFICE OF THE U.S. TRUSTEE ANNOUNCES TELEPHONIC SECTION 341 MEETINGS IN ALL BANKRUPTCY CASES AND TELEPHONIC CHAPTER 11 INITIAL DEBTOR INTERVIEWS

In light of the recommendations of the CDC regarding the spread of the COVID-19 virus, and on a temporary basis, the United States Trustee for Region 21 has directed that all Meetings of Creditors under 11 U.S.C. § 341 in all bankruptcy cases, and all Chapter 11 Initial Debtor Interviews in Chapter 11 and Subchapter V cases be conducted by telephone conference.

For cases in which the initial §341 meeting was postponed (generally, cases in which the initial § 341 meeting was scheduled after March 17, 2020), and until further notice in all newly filed cases, the court will issue Notices of Case Filing that include § 341 telephonic meeting information. The Notices of Case Filing will include the “dial in” telephone number for the appointed trustee or the U.S. Trustee’s Office, a participant passcode, and the date and time of the telephonic meeting. This information will also be provided in notices of the Initial Debtor Interview in Chapter 11 and Subchapter V cases.

Attached to this notice are (1) specific instructions for accessing the telephonic 341 Meetings and Initial Debtor Interviews; and (2) a list of the call-in numbers and participant codes for all appointed Southern District of Florida trustees and the U.S. Trustee’s Office. The U.S. Trustee’s Office requests that all attorneys and their clients cooperate in making this process as smooth as possible under these difficult and unprecedented circumstances.

INFORMATION FOR SECTION 341 MEETING OF CREDITORS
SOUTHERN DISTRICT OF FLORIDA

Bankruptcy Code section 343 requires each debtor to appear and submit to examination under oath at the meeting of creditors convened pursuant to section 341(a). Because of developing issues with the COVID-19 virus and the national declaration of emergency by the President of the United States, meetings of creditors will be conducted by telephone conference call. The dial-in number and participant code for the telephone conference line appear on the notice of meeting of creditors. The conference line is only for meetings of creditors. The trustee's contact information is listed elsewhere on the notice.

Bankruptcy Information Sheet

Prior to the meeting, the debtor must read the Bankruptcy Information Sheet, provided by their attorney or available at <https://www.justice.gov/ust/bankruptcy-information-sheet-0>.

Identification Materials & Tax Return

At least seven days prior to the meeting, the debtor must provide the trustee with a copy of (1) the most recently filed federal income tax return or a transcript thereof; (2) government-issued photo ID; and (3) evidence of complete Social Security Number. Contact the trustee to obtain instructions for submitting these materials. Failure to timely submit these materials may result in the meeting being rescheduled or the case being dismissed.

Acceptable forms of picture identification (ID) include: driver's license, U.S. government ID, state ID, student ID, passport (or current visa, if not a U.S. citizen), military ID, resident alien card, and identity card issued by a national government authority. Acceptable forms of proof of social security number include: social security card, medical insurance card, pay stub, W-2 form, IRS Form 1099, and Social Security Administration (SSA) Statement.

Dial-In Instructions

- (1) **Type of Phone.** You must use a touch-tone telephone to participate. If you have a choice, use a landline phone rather than a cell phone.
- (2) **Limit Distractions and Background Noise.** Make the call from a quiet area where there is as little background noise as possible. Do not use a speaker phone.
- (3) **One Phone Per Caller.** Persons attending the meeting from the same location (e.g., joint debtors) should each use a separate touch-tone telephone to participate.
- (4) **Call at Appointed Time.** Dial the telephone conference line number and then enter the participant code (7 numerals followed by a # sign). Do not call in advance; call at your appointed meeting time. Once connected, place your phone on mute, remain on the line, and wait until your case is called prior to speaking, as another meeting may be underway.
- (5) **Connection.** Do not put the call on hold at any time after the call is connected. If your call is disconnected before the meeting is completed, you must immediately call back.

(6) Tardiness. Meetings are scheduled either individually or in small blocks. Trustees will commence and end meetings as scheduled. If the debtor is tardy, the trustee may assign a call back time later that day or reschedule the meeting to another date.

Conference Call Instructions

(1) Listen for Call of Case. At the appointed time, the trustee will announce the case name and number. When your case is called, unmute your phone and identify yourself.

(2) Each Debtor Must Testify. For joint cases, each debtor must clearly and audibly answer every question.

(3) Recording. The trustee or United States Trustee will electronically record the meeting. Other recordings are prohibited. Debtors and other parties must speak clearly and loudly to ensure a clear record.

(4) Bankruptcy Papers. Debtors must have their bankruptcy papers (including the petition, schedules, statement of financial affairs, means test, and tax returns, as well as any document the trustee has indicated in advance that the debtors should have) available to review and respond to questions.

(5) Additional Time. Trustees will commence and end meetings as scheduled. If additional time is needed, the trustee may assign a call back time later that day or continue the meeting to another date.

(6) Terminating the Call. Please hang up promptly at the end of your meeting.

Special Services

(1) Foreign Language Interpretation. The United States Trustee Program provides telephonic foreign language interpreter services for participation at section 341 meetings by debtors and creditors. Although the provider does not require prior notice, it will be helpful to alert the trustee prior to the meeting. There is no charge for this service.

(2) Assistance for Hearing Impaired Parties. The United States Trustee Program offers the services of a sign language interpreter for debtors and creditors at meetings of creditors. Prior notice is required to enable the United States Trustee to make necessary arrangements. Under the current circumstances, the meeting may be rescheduled until appropriate arrangements can be made. There is no charge for this service.

SOUTHERN DISTRICT OF FLORIDA
ASSIGNED TELECONFERENCE LINES FOR TELEPHONIC 341 MEETINGS

CHAPTER	USER/PRESIDING TRUSTEE	DIAL IN NUMBER	PARTICIPANT PASS CODE
7	Angueira	866-660-4792	5234094
7	Bakst	877-768-7989	7929334
7	Barmat	866-744-0092	2402907
7	Brown	866-717-6137	5888728
7	Calderin	866-715-2188	5582787
7	Dillworth	866-718-7032	9139029
7	Dunn	866-828-0597	3843368
7	Furr	866-910-8044	2832836
7	Hartog	866-903-1014	8861127
7	Kapila	866-821-3191	5106846
7	Mehdipour	866-818-8683	8748416
7	Menotte	877-450-2921	8093852
7	Mukamal	877-912-1964	2271060
7	Osborne	877-472-9587	4890484
7	Paiva	877-910-3972	9796975
7	Salkin Slott	877-521-6263	9187668
7	Tabas	866-910-0951	6073233
7	Welt	866-811-8082	4058966
7	Yip	877-501-0404	6224335
13	Weiner/Staff Attorneys	877-506-8679	6439599
13	Weiner/Staff Attorneys	866-556-0154	9609266
13	Neidich/Staff Attorneys	877-386-9469	1602529
13	Neidich/Staff Attorneys	866-711-1785	7544061
11	Office of the US Trustee	866-915-4419	6071331
11	Office of the US Trustee	866-718-3078	7694388
11	Office of the US Trustee	866-774-1822	4573853