



United States Department of Justice
Office of the United States Trustee
Region 2, District of Connecticut

150 Court Street, Room 302 Tel. 203-773-2210
New Haven, CT 06510

INSTRUCTIONS FOR TELEPHONIC 341 MEETINGS DURING COVID-19 EMERGENCY

DIALING INTO THE CALL:

- Conference line and participant passcode numbers are available on the case docket, the Initial 341 Meeting Notice for cases filed after March 26, 2020, and by contacting the case trustee.
- Promptly call in at your scheduled time. Please do not call in at a different time.
- Dial the conference line number, then punch in the passcode followed by the # sign.
- Do not announce yourself until your case is called.
- Mute your telephone until your case is called.
- Do not use the speaker feature of your phone unless necessary for another party to participate.

AT LEAST 24 HOURS PRIOR TO THE 341 MEETING:

No later than one day prior to the designated 341 meeting time, the debtor and/or their counsel are required to email the trustees with an imaged copy of the debtor's photo identification **and** proof of the debtor's social security number ("Identification Documents"). A copy of the Debtor's identification and proof of social security number must be provided to the trustee via a secure method, i.e., portal, encrypted email, etc. Identification Documents shall be those documents deemed acceptable in accordance with current applicable procedures.

ADDITIONAL 341 MEETING REQUIREMENTS:

Ensure the debtor(s) read the Bankruptcy Information Sheet ("BIS") before the 341 meeting. Telephonic appearances shall be conducted in accordance with current applicable procedures for telephonic 341 meetings. Accordingly, a Declaration Regarding Administration of Oath and Confirmation of Identity and Social Security Number form shall be completed by the individual performing this function and transmitted to the trustee immediately following the 341 meeting.

Alternatively, if compliance with the procedures set forth above are not possible or practical under these emergent circumstances, the debtor's attorney may submit prior to the time of the scheduled 341 meeting a declaration confirming that: (1) the attorney met with the debtor in-person; and (2) the attorney examined and verified the debtor's original identification documents and social security number. In such situations, upon notification by the debtor and/or their counsel that they are using the alternate procedures, the trustee will administer the oath telephonically at the start of the 341 meeting.

The BIS and both declarations are available at <https://www.justice.gov/ust-regions-r02>.