



U. S. Department of Justice
Office of the United States Trustee
Eastern District of New York
Brooklyn, New York

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CHAPTER 7 AND 13 SECTION 341 MEETING PROCEDURES
(Revised October 29, 2019)

Dear Trustees:

The Brooklyn Office has updated the procedures for maintaining recordings of chapter 7 and 13 section 341 meetings in Brooklyn. We appreciate your cooperation in implementing this procedure.

Effective October 29, 2019, the procedures are as follows:

1. Recorders are kept in the top drawer of the filing cabinet in the large 341 room.
2. Conference telephones are kept in the bottom drawer of the filing cabinet.
3. The top drawer of the filing cabinet contains two boxes [or envelopes], one for blank flashcards and the other for flashcards you used for your 341 meeting. The containers will be clearly marked "Blank Flashcards" and "Used Flashcards."
4. At the beginning of your meeting, retrieve a recorder and a blank flashcard from the container for Blank Flashcards and insert the flashcard in the slot in the recorder.
5. Please state your name and the date on the record before conducting your first 341 meeting.
6. At the end of your meeting, remove the flashcard from the recorder and place it in the container for Used Flash Cards in the top drawer of the filing cabinet. Please do not unplug the recorder or the conference phone by pulling on the wire; this separates the wire from the plug and damages the power source. When returning the recorder and conference phone to the filing cabinet, please wrap the wires around the device and place the recorder in the top drawer and the phone in the bottom drawer.
7. Email the calendar within three days or as soon as possible after the meeting to Leiden Czarniecki at Leiden.Czarniecki@usdoj.gov. Leiden will retrieve the used flashcards and replenish the box of blank flashcards on a weekly basis.
8. All requests for telephonic 341 meeting should be sent to Leiden Czarniecki via email at Leiden.Czarniecki@usdoj.gov
9. All transcript requests of 341 meetings should be sent to Leiden Czarniecki via email at Leiden.Czarniecki@usdoj.gov
10. All requests for additional or adjourned 341 meeting dates should be sent to Janease.Clarke@usdoj.gov. Please contact Janease before you schedule adjourned meeting dates to ensure that there is space available.

If you have any questions or concerns, please call Marylou Martin at 212.510.0518 (direct) or 212.510.0500, Ext. 218.