

**NOTICE FROM THE OFFICE OF THE UNITED STATES TRUSTEE
IN THE EASTERN DISTRICT OF MISSOURI REGARDING
VERIFICATION OF DEBTOR IDENTIFICATION,
PARTICIPATION IN TELEPHONIC 341 MEETINGS
AND THE NEED FOR BANKRUPTCY DOCUMENTS**

The United States Trustee has made arrangements for section 341 meetings to proceed telephonically. Below are information and instructions on participating in telephonic section 341 meetings. Notices will be sent with specific call-in numbers for each section 341 docket.

1. VERIFICATION OF DEBTOR IDENTIFICATION

- a. For cases where debtor does not have an attorney:
 - The debtor shall copy, scan, or take a picture of their valid identification (ID) and proof of Social Security number (SSN) and mail or e-mail the docs to the assigned trustee before the section 341 meeting.
 - During the meeting, the debtor should confirm on the record that they sent the trustee a copy of their valid ID and proof of their SSN. The trustee will then confirm on the record his/her review of the debtor's ID, that the ID sent matches the name on the petition, and the verification of the debtor's SSN and that it matches what was reported on the debtor's statement of SSN.
- b. For cases where debtor has an attorney the debtor shall copy, scan, or take a picture of their valid ID and proof of SSN and mail or e-mail the docs to their attorney, who will in turn provide them to the trustee, before the section 341 meeting.

If the trustee is not able to confirm both the debtor's ID and SSN, the meeting will be continued. The trustee may verify the ID and/or SSN prior to the continued meeting and excuse the debtor's appearance but make a record of such at the continued meeting. The trustee may request additional forms of verification or statements from the debtors.

2. TELEPHONE GUIDELINES

Guidelines for dialing into the section 341 meeting:

- (1) Dial the call-in number followed by the seven-digit passcode and # sign.
- (2) Use a landline phone, if possible. Avoid using a cell phone.
- (3) Do not use speaker phone.
- (4) Make the call from a quiet area where background noise is minimal.
- (5) Wait until the trustee calls your case before speaking as more than one case will be held during the docket.
- (6) Keep the phone muted until the trustee calls your case.
- (7) Identify yourself when speaking during your case. Speak loudly so your voice can be heard on the recording.
- (8) Do not place the phone on hold at any time.
- (9) If any party attends the meeting from the same location as another party, use separate phones to participate.
- (10) Once the meeting for your case is finished, please hang up.

3. BANKRUPTCY DOCUMENTS

Debtors should be prepared and have copies of documents on which they can reasonably expect to be examined (petition, schedules, statement of financial affairs, tax returns, etc.), as well as any documents the trustee has indicated in advance that debtors should have, available for questioning.