

**Request to Conduct § 341 Meeting of Creditors by Telephone  
Office of the U.S. Trustee, Norfolk and Newport News Divisions**

**INSTRUCTIONS:**

**ON-LINE:** Fill out the form, save the form to a file, attach the form's file to an email, **TYPE IN "Telephonic Request" ON THE SUBJECT LINE**, and send it to [USTPRegion04.NO.ecf@usdoj.gov](mailto:USTPRegion04.NO.ecf@usdoj.gov).

**OFF-LINE:** Fill out form, SIGN IT, and (1) fax it to (757) 441-3266 or (2) mail it to Office of United States Trustee, Room 625, 200 Granby, Norfolk, VA 23510.

***Requests must be received at least 1 week prior to the day of the meeting.  
Your email must have "Telephonic Request" in the Subject Line***

**Complete below:**

Case Name: \_\_\_\_\_ Case No. \_\_\_\_\_ Trustee: \_\_\_\_\_

Date & Time of § 341 Meeting: \_\_\_\_\_

Reason for Request: Military Deployment: \_\_\_\_\_ (documentation required)

Moved: \_\_\_\_\_ (Address must be filed with U. S. Bankruptcy Court)

Other: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Attorney or *pro se* debtor \_\_\_\_\_  
Print Signature

Telephone No: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

**Telephonic meeting requirements:**

In most instances, debtor will have to appear at a U.S. Trustee's Office near his/her location for the meeting.

Prior to the meeting: return documents requested above to the Office of the U.S. Trustee

Sign and return to the Ch.7/13 trustee the "Introduction to § 341 Meeting"

---

**Office of the U.S. Trustee Response: (To be completed by U.S. Trustee Personnel)**

Approved

Denied

Reason for denial: \_\_\_\_\_

Office of the U.S. Trustee:

Telephonic Meeting Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_