

How to Obtain the Audio Recording for a 341 Meeting

If you are seeking the audio recording of a 341 meeting, you will need to provide the following information and items:

- A blank rewritable CD (not a DVD).
- Return postage – FedEx/UPS send label and envelope, if using USPS send at least \$1.90 in postage per CD. If return postage is not provide, you will not receive your request.
- All requests require a cover letter and needs to contain the following information:
 - Case Name:
 - Case Number:
 - Current Chapter: 7, 11 or 13: Very important especially in cases where there has been a chapter conversion, there may be meetings under both chapters in the same case. In Chapter 7 & 13, you will also need a track number (contact panel trustee for this information).
 - Trustee leading the meeting: Panel Trustee or UST Trial Attorney
 - Date of the meeting: If the meeting has gone forward or adjourned multiple times, Please list all desired dates.

The more details provided the faster I can turnaround your request. Your return postage determines speed of delivery.

This office **does not** provide transcripts; you can request the audio, and have the return postage addressed to the transcription vendor. Transcription vendors can also request the audio on your behalf.

Court approved transcription vendors: <http://www.nysb.uscourts.gov/obtaining-transcripts>

Send your request to:

Ms. Ilusion Rodriguez
Paralegal Specialist
Office of the United States Trustee-Region 2
201 Varick Street, Suite 1006
New York, NY 10014
Telephone: (212) 510-0500 x 249