



U. S. Department of Justice

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February 24, 2005

Public Notice

TO: All Interested Parties

FROM: L. Charmayne Mills
Assistant United States Trustee
Region 16

RE: **Conversion of Tape Recordings to Digital Recordings of Section 341 Meetings**

Effective March 1st, the Office of the United States Trustee will be converting official recordings of all First Meetings of Creditors pursuant to §341(a) of the U.S. Bankruptcy Code from tape to digital formatting. To obtain copies of the recorded meeting, please contact the United States Trustee Office in your area. Our staff will assist you in determining whether you should provide us with a blank tape cassette or a blank cassette disk (CD) for copying purposes. CDs should be in it's original wrapping.

Please note that these recorded meetings will only be available in the original formatting. Our offices will not be able to convert recordings from tape format to CD format or in the alternative, from CD to tape format.

You may contact your local United States Trustee office for more specific information regarding implementation status or requests for copies.

Cc: Steven Jay Katzman, United States Trustee
Jill Sturtevant, Assistant United States Trustee
Jennifer Braun, Assistant United States Trustee
Arthur Marquis, Assistant United States Trustee
Terri Andersen, Assistant United States Trustee