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**NOTICE TO ALL DEBTORS**  
**AND PARTIES ATTENDING 341(A) MEETINGS**

To ensure that all Section 341(a) meetings proceed efficiently and that there is no disruption to the trustee/U.S. Trustee and other parties in attendance, please follow the following rules:

1. No food or beverages are allowed in the Section 341(a) room and the outer waiting area.
2. Please turn off all ringers for cell phones. If you must make a call, please do so in the outer waiting area.
3. While waiting in the audience of the Section 341(a) room, please keep your voices lowered. The examinations are tape recorded and the trustee/U.S. Trustee must clearly hear the responses made on the record.
4. If you are a debtor who is represented by counsel and he or she has not arrived but is expected, please contact them.
5. If you are a debtor who is not represented by counsel, you must complete the Pro-Se Questionnaire which is located in the Section 341(a) room. The Questionnaire must be presented to the trustee/U.S. Trustee at the time you are called for examination.
6. The trustee/U.S. Trustee must verify each debtor's identity and Social Security Number. Each debtor must present to the trustee/U.S. Trustee at the time of examination a photo identification card as well as proof of social security number. See list below.<sup>1/</sup>
7. All debtors must read the Bankruptcy Information Sheet and understand the information contained prior to the examination. Copies are available in English and Spanish and are located in the Section 341(a) room and are posted on the bulletin board in the outer waiting area.

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<sup>1/</sup> Acceptable types of government issued picture identification: Valid state driver license, U.S. Government identification card, state issued picture identification card, passport, military identification card or legal resident alien card.

Acceptable proof of social security number: Social security card, medical insurance card, current pay stub, W-2 form for the most recent tax year, IRS form 1099, or a Social Security Administration Statement.

**Your cooperation is appreciated.**