



U.S. Department of Justice

United States Trustee
Southern District of California

402 West Broadway, Suite 600
San Diego, CA 92101-8511

619-557-5013

Website address: www.usdoj.gov/ust/r15

**Section 341(a) Meeting of Creditors
Audio Recording Request**

Please read this form carefully and answer fully all sections. Failure to provide accurate and complete information may cause a delay in responding to your request.

There is no charge for copies of recordings. However, you must provide a factory sealed prepackaged CD. You must also provide either a preaddressed, prepaid envelope in which to ship the CDs OR indicate that you will have the CDs picked up when they are ready. Processing takes approximately 7 business days.

ORDERS NOT PICKED UP IN 30 DAYS WILL BE DESTROYED

INFORMATION REGARDING REQUESTING PARTY:

Name: _____
Firm: _____
Street Address, City and State: _____
Telephone Number: _____ Work: _____ Cell: _____
Email Address: _____

INFORMATION REGARDING THE BANKRUPTCY CASE: (Complete a Separate request for each individual case; however, you can request multiple meeting dates for each case on one request.)

Case Name: _____ Case Number: _____ Chapter: _____

Trustee: _____ Meeting Date(s) & Time(s): _____

- ___ I have provided ___ Blank, factory sealed CD-R discs. I understand that any unused CD-R discs will be returned.
- ___ I have provided a prepaid, preaddressed envelope to return the CD-R discs.
- ___ Call me when the order is ready and I will arrange to have the CD-R Discs picked up.

Official UST Use Only Below Line

Date Received: _____ Date Called: _____ Date Picked Up: _____ Date Mailed: _____

Recipient Name: _____ Processed By: _____

Recipient Signature: _____