



U.S. Department of Justice  
Office of the United States Trustee  
District of Connecticut

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*Giaino Federal Building* Telephone: (203) 773-2210  
*150 Court Street, Room 302* Facsimile: (203) 773-2217  
*New Haven, Connecticut 06510*

Date \_\_\_\_\_

Via electronic mail: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

RE: Debtor's Name and Case No.

Dear \_\_\_\_\_:

I am in receipt of your email requesting your client \_\_\_\_\_ (the "Debtor") be permitted to appear telephonically at the meeting of creditors conducted pursuant to 11 U.S.C. § 341 ("Section 341 Meeting"), and the accompanying letter from \_\_\_\_\_ dated \_\_\_\_\_, stating \_\_\_\_\_. Based on these documents, the United States Trustee will permit the Debtor to appear telephonically at the Section 341 Meeting scheduled for \_\_\_\_\_, 2020 at \_\_\_\_\_ p.m. or at a date and time agreed upon with Chapter 7 \_\_\_\_\_, subject to the following conditions:

1. All creditors, if any, that appear at the \_\_\_\_\_ meeting must consent to examining the Debtor via telephone and, if necessary, at some agreed upon future date and time.
2. As the Debtor's counsel, you must participate in the Section 341 meeting to protect the Debtor's interest.
3. You must make arrangements for an independent third party that is authorized to administer oaths (the "Oath Administrator") to be present at the Debtor's location on the date and time of the telephonic meeting in order to administer the oath to her and to verify her identity and social security number. Examples of individuals who may serve in this capacity include notaries or others authorized by law to administer oaths in the jurisdiction where she will appear.
4. A "Declaration Regarding Administration of Oath and Confirmation of Identity and Social Security Number" (the "Declaration") shall be completed by the Oath Administrator for the Debtor. A copy of the Declaration is attached.
5. The Oath Administrator shall indicate on the Declaration the type of original documents used for proof, as well as, all the other information requested.

6. Immediately prior to the start of the 341 meeting, the Oath Administrator should be explicitly informed that the Debtor's social security number should not be stated aloud, but shall only be confirmed in writing on the respective declaration.
7. The completed Declaration should be returned to Trustee \_\_\_\_\_ within seven business days of the meeting. Failure to timely submit this form to Trustee \_\_\_\_\_ may result in the filing of a motion to dismiss the case by either his office or this office.

If the telephonic 341 meeting is conducted at a local United States Trustee Office out of the Region 2 Office where the case was originally filed the additional requirements are applicable:

The Debtor's counsel must advise your client that he/she is to make sure he/she is present in \_\_\_\_\_ office of the United States Trustee, (Courthouse address), when Trustee (name) calls and conducts the debtor's creditor's meeting. He/she must also make sure that he/she brings with him/her a copy of his/her petition, social security card, picture identification and any amendments made which were previously mailed to the trustee.

As stated, to the extent that the Debtor and you agree to abide by the foregoing conditions, and, in fact do so, then the Debtor is permitted to telephonically participate in the meeting conducted pursuant to 11 U.S.C. 341. Please contact me if you have any questions or concerns.

Very truly yours,

Assistant United States Trustee

cc: \_\_\_\_\_, Chapter 7 Trustee  
Attachment