



**U.S. Department of Justice**

Office of the United States Trustee

*Eastern District of Virginia*

*Alexandria Division and District of Columbia*

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**ALEXANDRIA DIVISION  
PROCEDURES FOR TELEPHONIC APPEARANCE AT 341 EXAMINATION**

Debtors are required to attend their meeting of creditors in person and subject themselves to questioning by the trustee and creditors.(11 U.S.C. §343) In some instances, when due to factors beyond the control of the debtor or situations of extreme hardship, the United States Trustee will approve a telephonic appearance by the debtor if certain standards are met.

If you believe a telephonic appearance is warranted, you must promptly take the following steps:

**As soon as you become aware of the possible need of the debtor to appear at the 341 by telephone:**

- Contact the trustee and advise him/her that a request for an alternate appearance is being made to the UST.
- Email or fax a written request on the attached form for a telephonic appearance to one of the following:

**BY FACSIMILE:** (703) 557-7279 to the attention of Paula Blades

**BY EMAIL:** [Paula.F.Blades@usdoj.gov](mailto:Paula.F.Blades@usdoj.gov) or  
[Ilene.M.Sims@usdoj.gov](mailto:Ilene.M.Sims@usdoj.gov)

- The request should include all of the information on the attached form.
- **If approved**, we will send notify the trustee that the debtor will appear by telephone. Debtors' counsel will need to be present with the debtor at the time of the telephonic 341 (home, hospital, local jail), in order to verify the debtor's proof of identity and SSN. If counsel cannot attend, then another specifically approved person must be retained. This can be another attorney, a notary, court reporter, an officer in the military, or a prison official. That person will need to be with the debtor, on the phone at the beginning of the meeting to check ID and proof of SSN. A verification form will be provided to the debtor or counsel, for the authorized person to complete and return to the trustee.

Requests for a telephonic appearance will usually be approved for these reasons:

- The debtor is hospitalized, in a nursing home or bed ridden.
- The debtor is in jail serving a sentence with over 30 days left.
- The debtor is in the military and stationed out of the area.

Requests for a telephonic appearance will probably NOT be granted if:

- The debtor is on vacation.
- The debtor lived out of the area when they filed, or moved voluntarily.
- The debtor can't get off work (seek a continuance)
- The 341 is today (or yesterday) and the debtor has known about the problem since on or about the date of filing.
- The Trustee informs us that a phone appearance would be inadvisable due to the circumstances of the case.

**Do this early. Generally requests that are complete will be responded to in a few days, but it can take longer, so allow at least 2 weeks. Email requests can be responded to more quickly.**



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**ALEXANDRIA DIVISION  
REQUEST FORM FOR ALTERNATE  
PROCEDURES FOR 341 EXAMINATIONS**

1. Debtor's name and case number	
2. Date and time of the 341	
3. Name of the trustee	
4. A phone or fax number where you can be reached	
5. Specific reason why the debtor is unable to attend the 341 in person	
6. Attach supporting evidence: (doctors note, military orders, declaration, etc.) Doctor's notes must be specific and include a diagnosis, a prognosis and a reason why the debtor cannot physically attend the meeting	

Immediately email or fax the completed form and any attachments to one of the following:

**BY FACSIMILE: (703) 557-7279 to the attention of Paula Blades**

**BY EMAIL: [Paula.F.Blades@usdoj.gov](mailto:Paula.F.Blades@usdoj.gov) or  
[Ilene.M.Sims@usdoj.gov](mailto:Ilene.M.Sims@usdoj.gov)**

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*For Office of U.S. Trustee Use Only*

*ver. 7/16/2016*

<b>APPROVED</b>	
<b>DENIED</b>	
<b>APPROVING OFFICIAL</b>	