



U.S. Department of Justice
Office of the United States Trustee
Region 6, Northern District of Texas
Eastern District of Texas

United States Courthouse 214-767-8967
1100 Commerce Street, Room 976 Fax 214-767-8971
Dallas, Texas 75242

You may request and receive a copy of a 341-meeting recording via email if your system administrator or internet provider allows receiving large attachments varying in file sizes from 25 MB to 100 MB. The size of the file depends on the length of the recording. If you are unable to receive emails with large attachments, then use the instructions to request a copy via mail.

If this request is for a Chapter 13 341 meeting please contact the Chapter 13 Trustee in the case to make the request. This form is only for Chapter 7 or Chapter 11 cases.

To request a copy of a 341 recording via email please send the following information to USTP.Region06@usdoj.gov. See page 2 for instruction on mailing in your request.

1. In the Subject line type – **Request a Copy of a 341 Creditor's Meeting Recording**
2. Select Northern or Eastern District
3. Chapter 7 or Chapter 11
4. Name of Trustee –
5. Case Name –
6. Case Number –
7. Date(s) of 341 Meeting –
8. Your name –
9. Your email address -
10. Your phone number –

You may email the required information to the address provided above. If you have any questions, you may contact Kara Croop at the following email address: Kara.E.Croop@usdoj.gov and cc Christi Flanagan at Christi.c.flanagan@usdoj.gov

To request a copy by mail:

Please send a blank disc along with a self-address stamped envelope along with your request to:

United States Trustee Attn: Kara
Croop
1100 Commerce St. Room 976
Dallas, TX 75242

Turn around time on requests is 1 to 2 weeks, if you need it sooner, please make sure that is in your request and will arrange to try and have it back sooner.