

NOTICE REGARDING § 341 MEETINGS IN THE WESTERN DISTRICT OF WISCONSIN
EFFECTIVE 2/27/2023

In light of the recommendations of the CDC regarding the spread of the COVID-19 virus, the United States Trustee for Region 11 is requesting that all debtors and debtor attorneys in the areas of the Western District of Wisconsin listed below appear for § 341 meetings telephonically until otherwise notified.

The call-in numbers and passwords are as follows:

Cases called in **La Crosse/Onalaska** and **Superior** -

- Call-in number: 866-818-1445
- Passcode: 1578204

Cases called in **Wausau/Rothschild**

- Call-in number: 877-407-2188
- Passcode: 2568400

If you are appearing by phone, verification of ID and SSN can be done in **one of the two following ways**:

1. By Debtor's Attorney before or at the creditor meeting.

Attorneys may verify their client's IDs and SSN by:

- a. inspecting their photo IDs and proof of SSN either **prior to or during the creditor meeting**;
- b. providing a copy of these documents to the trustee by email, fax, or the trustee's software portal; and
- c. verifying both the debtor's ID and SSN on the record by (i) identifying the documents provided by the debtor and forwarded to the trustee and (ii) representing that the photo ID bears a photo of their client.

2. After the initial meeting of creditors

Debtors may provide verification of their ID documents to the trustee **after the meeting of creditors**. Trustees will continue the meeting until the verification is provided but may conclude the meeting on the docket once the verification is provided (and all other trustee requirements have been met). Debtors may provide verification by appearing at the continued meeting or by completing and submitting a **Declaration form** (attached to these instructions) which is verified by either:

- a. Debtor's attorney (if the debtor has one):
 - i. Debtors will need to provide their photo ID and proof of SSN to their attorney, who will provide the Declaration form;
 - ii. Debtors need to complete Lines 1-4, and the attorney needs to complete Lines 5-9; and
 - iii. Either debtors or attorney may forward to the trustee the Declaration form, and attached copy of the documents examined, by email, fax or the trustee's software portal.
- b. Notary (for debtors without attorneys):
 - i. Debtors print a copy of the Declaration form attached to these instructions.

- ii. Debtors will need to provide the Declaration form, their photo ID, proof of SSN and Bankruptcy Official Form 121 as filed (Statement about Debtor's SSN) to a notary.
- iii. Debtors need to complete Lines 1-4, and the notary needs to complete Lines 5-9.
- iv. Debtors are to forward to the trustee (by email, fax or U.S. Mail) the Declaration form, and attached copy of the examined documents.

The name and contact information for your individual case trustee may be found on the creditor meeting notice sent to you by the Bankruptcy Court.

If you cannot appear by phone, please contact the case trustee's office and request an adjourned § 341 meeting date. Debtors requesting an adjournment are expected to cooperate in extending 341-related deadlines. Cooperation in this context may include, but is not limited to, filing a stipulation to extend deadlines or providing notice of the continued meeting to the creditor matrix.

**DECLARATION AND VERIFICATION OF IDENTIFICATION
AND SOCIAL SECURITY NUMBER FORM**

***[Only for Debtors Who Appeared by Telephone Either Without an Attorney
or Whose Identity Was Not Verified by Their Attorney on the Record]***

Declaration to be completed by **each debtor**:

In re: _____ (Debtor's Name)

Bankruptcy Case No. _____

Date of § 341(a) meeting of creditors: _____

I declare as follows:

My name is: _____ (Print or type)

I personally appeared at the § 341(a) meeting of creditors on the date noted above.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

Signature of Debtor

Date of Signature

Verification to be completed by **a notary or attorney**:

I have reviewed the form of identification indicated below, and viewed the Debtor, and confirm that the individual depicted on the photo identification is the Debtor who signed the Declaration above and is named on the subject bankruptcy petition, and I have attached a copy of:

- ☐ Driver's License State and D.L.# _____
- ☐ State Issued ID Card State and # _____
- ☐ Passport Country/#/ Exp. Date _____
- ☐ Military ID Branch /ID# _____
- ☐ Other Describe/ID# _____

I have reviewed the debtor's social security number on the document indicated below, the social security number matches what was reported to the court on the debtor's bankruptcy case, and I have attached a copy:

- ☐ Social Security Card _____
- ☐ W-2 Year _____
- ☐ Other (describe) _____

In accordance with 28 U.S.C. §1746, I declare under penalty of perjury that the foregoing is true and correct. DATED this ____ day of _____, 20__.

Attorney for Debtor or Notary