



U.S. Department of Justice

United States Trustee
Northern and Eastern Districts of California and Nevada

Office of the United States Trustee
Phillip J. Burton Federal Building and U.S. Courthouse
450 Golden Gate Avenue, 5th Floor, Suite #05-0153
San Francisco, CA 94102
Phone: (415) 705-3333 / Fax: (415) 705-3379

341 MEETING CD DUPLICATION PROCEDURE

1. Complete the “CD DUPLICATION REQUEST FORM” below.
2. Provide us with **blank CD.** NO EXCEPTIONS.
3. Provide us also with a **self-addressed STAMPED envelope** to send the copied CD directly to you unless other return delivery is noted. Minimum postage of \$2.45 should be sufficient for mailing one (1) CD.
4. Please allow 7 working days for completion and delivery. **There is no fee for service provided.**
5. **No written transcript is provided.**
6. Please call the Office of the U.S. Trustee if you have any additional questions at (415) 705-3333.

**CD Duplication Request Form
(Type or Print)**

Name of Requestor: _____

Mailing Address: _____

City/State/Zip: _____ **Telephone (____)** _____

Case Name: _____ **Case No.** _____

Date of Hearing: ____/____/____ **Time:** _____ **Venue (SF or SR)** _____

Bankruptcy Case (please mark): Chapter 7 ____ Chapter 11 ____ Chapter 12 ____ Chapter 13 ____

Last Name of Trustee: _____ **CD Track No.:** _____ (for US Trustee use only)