



**U.S. Department of Justice
Office of the United States Trustee**

*United States Trustee, Region 17
Northern and Eastern
Districts of California and Nevada*

Regional Office
450 Golden Gate Ave., Suite 05-0153
San Francisco, CA 94102
Telephone: (415) 705-3300
Fax: (415) 705-3379

United States Trustee -- Region 17
Instructions for Requesting a Copy of the Section 341 Meeting of Creditors Recording

1. Complete the "Meeting Recording Duplication Request Form" below.
2. Identify where the section 341 meeting occurred and provide the appropriate U.S. Trustee office with a **Blank CD-R** (not a DVD-R). See the attached list on page 2 that contains each U.S. Trustee Office mailing addresses for where to mail your request, each office's contact information, and the section 341 meeting locations.
3. Provide the appropriate U.S. Trustee office with a **self-addressed stamped envelope** to return the recording copy on the CD to you, unless other return delivery is noted. **This office is not responsible for returns for insufficient postage.**
5. Please allow seven business days for completion and delivery. No fee is charged for this service.
6. No written transcript of the section 341 meeting is provided.
7. For additional questions, please contact the applicable Office of the U.S. Trustee on the attached list.

Meeting Recording Duplication Request Form

(Type or print – all information is required or the request will not be completed)

Name of Requestor: _____ Date: _____

Mailing Address: _____

City/State/Zip: _____ Telephone # (____) ____ - _____

Case Name: _____ Case No.: _____ Chapter No.: _____

Trustee's Name (if applicable): _____

Location of 341 Meeting (see page two for meeting locations) _____

Meeting Date: ____/____/____ Time: _____

**U.S. Trustee Office Mailing Addresses, Contact Information,
and Section 341 Meeting Locations**

**San Francisco and Oakland Offices
(Meetings Held in San Francisco, Oakland, Santa Rosa,
Eureka, San Jose, Salinas and Santa Cruz)**

450 Golden Gate Ave., Suite 05-0153
San Francisco, CA 94102
Telephone: (415) 705-3333

**Sacramento Office
(Meetings Held in Sacramento, Redding, and Modesto)**

501 "I" Street, Suite 7-500
Sacramento, CA 95814-2322
Telephone: (916) 930-2100

**Las Vegas Office
(Meetings Held in Las Vegas)**

300 Las Vegas Blvd. South, Suite 4300
Las Vegas, NV 89101
Telephone: (702) 388-6600

**Fresno Office
(Meetings Held in Fresno and Bakersfield)**

2500 Tulare Street, Suite 1401
Fresno, CA 93721
Telephone: (559) 487-5002

**Reno Office
(Meetings Held in Reno and Elko)**

300 Booth Street, Room 3009
Reno, NV 89509
Telephone: (775) 784-5335