



U.S. Department of Justice

*United States Trustee
District of Alaska*

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Instructions for Appearing by Telephone at the Meeting of Creditors Held Pursuant to the Bankruptcy Code, Title 11, Section 341(a)

The Meeting of Creditors ("Meeting") for this case is scheduled to occur in Anchorage, Alaska. The debtor and creditors may appear by telephone at the Meeting on the date and time stated on the "Notice of Bankruptcy Case, Meeting of Creditors Deadlines." The following are instructions for how to appear at the Meeting by phone.

1. General call-in instructions. Anyone wanting to appear by phone at the Meeting should call on the date and time set for the Meeting using the following dialing instructions: dial **866-564-1311**, and when prompted enter the participant code **8070260 followed by #**. After initiating the call follow the instructions as prompted by the operating system. When you are placed into the conference call, do not announce your presence, mute your phone, and wait for the trustee to call the case for which you are appearing. For creditors, the trustee will announce the time when creditors may ask questions.
2. Additional instructions for a debtor that plans to appear at the Meeting by phone.
 - a. General instructions. Each debtor is required to provide documentation that establishes his or her identity. *See 11 U.S.C. § 521(h).* In addition, the United States Trustee requires each debtor to provide proof of any Social Security number ("SSN") used in connection with the bankruptcy filing. The failure to provide this documentation either at the Meeting or by returning the form discussed below in section 2(c) may be grounds for the trustee to continue the Meeting or the United States Trustee to request dismissal of the case based on 11 U.S.C. § 707(a).
 - b. A debtor who is represented by counsel. At the beginning of the Meeting the trustee will ask debtor's counsel to verify each debtor's identity and SSN as follows: by reviewing a current, unexpired government issued picture identification and stating on the record that the identification confirms the debtor's identity; and by reviewing an original Social Security card or other appropriate documentation and stating on the record that the proof of SSN matches the information filed with the Bankruptcy Court. Counsel should not state the debtor's SSN on the record.
 - c. A debtor who is not represented by counsel. If the debtor is not represented by counsel, before the Meeting the debtor is required to appear before a notary public who will be required to complete a form to verify the debtor's identity and SSN. The United States Trustee's office will send each debtor the appropriate form upon request. Each debtor must return the completed form to the United States Trustee's office at least seven days before the scheduled Meeting.