

OFFICE OF THE UNITED STATES TRUSTEE

Order Form for Audio Recordings of § 341(a) Meetings

For audio recordings of § 341(a) Meetings convened in Chapter 7 and Chapter 13 cases:

- **Send this order form by e-mail to:**

Eugene: USTPREGION18.EG.ECF@USDOJ.GOV

Portland: USTPREGION18.PL.ECF@USDOJ.GOV

* The subject line of the e-mail requesting the recording must read: “*341 Recording Request*”

* The audio recording will be delivered to you by e-mail, if the audio file is not too large.

- OR -

- **Mail this order form, a “blank” CD, and a self-addressed stamped envelope, via U.S. Mail, to:**

Eugene: 405 East 8th Avenue, Suite 1100, Eugene, OR 97401

Portland: 620 SW Main Street, Suite 213, Portland, OR 97205

For audio recordings of § 341(a) Meetings convened in Chapter 11 and Chapter 12 Cases:

Use the U.S. Mail instructions above. Audio files of these meetings are too large for e-mail delivery.

Please allow no less than 10 business days for the US Trustee’s Office to process your request.

Name of Person Requesting		Phone Number (include extension if applicable)
To be: [] E-mailed to: _____ [] Picked up		
Bankruptcy Case Name		Bankruptcy Case Number
Meeting Date(s)	Meeting Time(s)	Meeting Location
[] Date Continued to:		
Trustee Name		

Note: If you request an audio recording by email and the audio file is too large, you will be notified to send your request by mail, using the U.S. Mail instructions above. These procedures are subject to change at any time as at the discretion of the Office of the United States Trustee.