

**NOTICE FROM THE OFFICE OF THE UNITED STATES TRUSTEE
IN THE WESTERN DISTRICT OF WASHINGTON
REGARDING VERIFICATION OF DEBTOR IDENTIFICATION,
PARTICIPATION IN TELEPHONIC 341 MEETINGS,
AND THE NEED FOR BANKRUPTCY DOCUMENTS**

*Effective for Cases Filed through
July 10, 2020
(or until otherwise notified)*

The United States Trustee has made arrangements for all section 341 meetings to proceed telephonically for all cases through at least July 10, 2020. Below are information and instructions on participating in telephonic section 341 meetings. Notices will be sent out with the specific call-in numbers for each section 341 meeting docket.

1. IDENTIFICATION VERIFICATION

- a. For cases where the debtor does not have an attorney, or the attorney does not have visual contact with the debtor:
 - The debtor shall copy, scan, or take a picture of his/her valid identification (ID) and proof of Social Security number (SSN) and mail/email/send the documents to the assigned trustee in advance of the section 341 meeting. If the debtor has counsel, counsel may deliver these documents to the trustee.
 - During the meeting, the debtor should confirm on the record that he/she sent the trustee a copy of his/her valid ID and proof of SSN. The trustee shall then confirm on the record his/her review of (1) the debtor's ID (stating what the ID is—e.g. valid Driver's License) and that the ID sent matches the name on the petition; and (2) the verification of the debtor's SSN (stating what was used to verify the SSN— e.g. original Social Security card or W2 form) and that it matches what was reported on the debtor's statement of SSN.
 - If counsel and the debtor are in visual contact, at the trustee's discretion, counsel may, as an officer of the court, represent to the trustee on the record and confirm his/her review of (1) the debtor's

ID (stating what the ID is—e.g. valid Driver’s License) and that the ID sent matches the name on the petition; and (2) the verification of the debtor’s SSN (stating what was used to verify the SSN— e.g. original Social Security card or W2 form) and that it matches what was reported on the debtor’s statement of SSN.

If the trustee is not able to confirm both the debtor’s ID and SSN, the meeting will be continued. The trustee may verify the ID and/or SSN prior to the continued meeting and excuse the debtor’s appearance but make a record of such at the continued meeting.

The trustee may request additional forms of verification or statements from the debtors.

2. TELEPHONE GUIDELINES

Guidelines for dialing into the section 341 meeting:

- (1) You must use a touch-tone phone to participate.
- (2) Dial the call-in number and then enter the passcode, which consists of 7 numbers followed by the # sign.
- (3) Use a land line phone and not a cell phone, if possible. Do not use a speaker phone.
- (4) Make the call from a quiet area where background noise is minimal.
- (5) Leave the phone on mute until the trustee calls your case.
- (6) Wait until the trustee calls your case before speaking, as more than one case will be held during this period.
- (7) When speaking during your case, identify yourself. Speak loudly so your voice can be heard on the recording.
- (8) Do not put the phone on hold at any time after the call is connected.

(9) If any party is attending the meeting from the same location as another party, use separate touch-tone phones to participate.

(10) Once the case meeting is finished, please hang up.

3. BANKRUPTCY DOCUMENTS

Debtors should be prepared and have copies of documents on which they can reasonably expect to be examined (petition, schedules, statement of financial affairs, tax returns, etc.), as well as any documents the trustee has indicated in advance that debtors should have available, for questioning.