

NOTICE FROM THE OFFICE OF THE UNITED STATES TRUSTEE

INSTRUCTIONS AND INFORMATION FOR PARTICIPATION IN TELEPHONIC SECTION 341 MEETINGS IN THE DISTRICT OF MARYLAND FOR CHAPTER 11 CASES

(All Chapter 7, 12 and 13 cases should refer to www.justice.gov/ust/moc.)

All Chapter 11 §341 Meetings of Creditors (“Meetings”) will be conducted telephonically unless instructed otherwise. The information to participate in the §341 Meeting of Creditors (“Meeting”) is set forth below. All parties are encouraged to contact the U.S. Trustee or check the docket for up-to-date information.

Telephonic Instructions for all Chapter 11 cases:

- Five minutes before the scheduled time, dial the call-in number and enter the passcode listed below next to the applicable division U.S. Trustee office. Place your phone on mute until your case is called.

Baltimore and Salisbury Meetings:	Call-in: 866-626-4103	Passcode: 2560365#
Greenbelt Meetings:	Call-in: 866-917-2025	Passcode: 2926743#

Conference Guidelines:

1. Attend from a quiet area where there is as little background noise as possible.
2. Please do not speak while the U.S. Trustee representative is talking.
3. If any party is attending the Meeting from the same location as another party, which is discouraged, except for persons who live in the same household, use separate devices to participate.
4. Once the Meeting is finished, hang up or disconnect.
5. If you become disconnected before your Meeting is finished, call back.
6. When speaking during your case, identify yourself.
7. You must use a touch-tone phone to participate. A landline is preferred.
8. Do not use a speakerphone.
9. Do not put the phone on hold at any time after the call is connected.
10. **No Recording:** The Meetings will be recorded by the United States Trustee. Any other recordings are prohibited by law.

Bankruptcy Documents: Debtors should be prepared and have in front of them copies of documents on which they can reasonably expect to be examined (petition, schedules, statement of financial affairs, tax returns, etc.) or any documents the U.S. Trustee has indicated in advance that debtors should have available for questioning.

Debtor Identification: Debtors should provide copies of their photo identification and proof of Social Security number to the U.S. Trustee at least 5 days prior to the Meeting. Copies may be provided through debtor's counsel or directly to the U.S. Trustee if unrepresented. If such proof has not been provided, the 341 meeting will be held as scheduled, but will not be concluded until the U.S. Trustee has received proof of identification. You will receive more specific instructions prior to your Meeting. Debtor's counsel must verify on the record that they have confirmed their client's identity prior to the Meeting.