



## U.S. Department of Justice

*United States Trustee  
Southern District of California*

*San Diego Field Office  
880 Front Street, Suite 3230  
San Diego, California 92101*

*619-557-5013*

### **Section 341(a) Meeting of Creditors – San Diego Office Audio Recording Request**

#### **Instructions**

1. Complete the request form below.
2. Email the completed form to: [ustp.region15@usdoj.gov](mailto:ustp.region15@usdoj.gov)
3. If recordings are sought for multiple cases, please complete a separate form for each case.
4. Allow 7 days to process your request.
5. There is no charge for audio recordings.
6. No written transcript of the section 341 meeting is provided.

Once your request has been processed, you will receive a secure link via the Justice Enterprise File Sharing system where the file will be available for download for 30 days.

#### **Request Form**

Requestor Name	Email
Firm	Phone
Special Instructions	
Case #	Case Name

Meeting Date	Meeting Time
Meeting Date	Meeting Time
Meeting Date	Meeting Time