Pursuant to Bankruptcy Rule 2003, the United States Trustee shall preserve the audio recording of the meeting of creditors under section 341 of the Bankruptcy Code (341 meeting) and make it available for public access for two years after the 341 meeting concludes. The procedure to obtain an audio recording of a 341 meeting is as follows:

1. **Request.** Please email your request to USTP.Region04@usdoj.gov with "Request for 341 Meeting Audio File" in the subject line. Please include your name and contact information, along with the relevant bankruptcy case information to enable us to locate the recording (for example, debtor name, case number, trustee name and date of the 341 meeting).

2. **Primary Delivery Method – Encrypted Email.** The recording will be sent by encrypted email to the email address you have provided. If you do not have a Proofpoint Encryption Account, you will be prompted to create one.

3. **Secondary Delivery Method – JEFS.** If the recording is too large to send via encrypted email, the recording will be delivered via the Justice Enterprise File Sharing (JEFS) system. (We will notify you by email if JEFS is the required delivery method.) After your request has been processed, you will receive a secure link via the JEFS system where the file will be available for download for 90 days. Please see the Box Account Instructions to set up a free account. After 90 days the link to receive the recording may be deactivated, and a new request must be made to receive the audio recording.

4. **Certification**. If you require certification by the Records Custodian, please make this request in your email.

5. **One Audio File Per Request**. If recordings are sought for multiple cases, please send a separate email request for each case.

6. **Processing Time.** Allow seven days to process your request. More time may be required for requests for multiple cases.

7. **Audio File Availability.** Recordings of 341 meetings are preserved and made available for public access for **two years** after the conclusion of the scheduled meeting.

8. **Transcript Requests.** A written transcript of the recording will not be provided by the United States Trustee. After obtaining the recording, you must make your own arrangements with a court reporter to transcribe the recording into a written transcript.

9. **Questions.** If you have any questions, please send an email to USTP.Region04@usdoj.gov.