

# REQUEST FOR A TELEPHONIC §341 MEETING OF CREDITORS

TO: OFFICE OF THE U.S. TRUSTEE

FAX NO. 804-771-2330

TELEPHONE: 804-771-2310

From: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case # \_\_\_\_\_

Date and Time of §341 Meeting: \_\_\_\_\_

Trustee: \_\_\_\_\_

Reason for Request (and attach appropriate support documentation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Debtor's Attorney Signature/Debtor's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Office of the U.S. Trustee response:

REQUEST DENIED: Reason: \_\_\_\_\_

REQUEST APPROVED: This will confirm that the first meeting of creditors scheduled for \_\_\_\_\_ at \_\_\_\_\_ (a.m./p.m.) will be held **telephonically** for \_\_\_\_\_.

\_\_\_\_\_  
**Shannon Pecoraro, Trial Attorney**

**Please note that the debtor's attorney has to, personally, appear at the §341 meeting of creditors.** You must arrange for the call to be placed from the debtor's location to our office on the date of the hearing by calling **804-771-2348**. Please note that we **cannot** accept collect calls for these hearings.

When the debtor(s) cannot personally appear before the trustee, arrangements should be made for an independent third party authorized to administer oaths to be present at the alternate location to administer the oath and to verify the debtor's identity and state the social security number on the record. Examples of individuals who may serve in this capacity include: court reporters, notaries, or others authorized by law to administer oaths in the jurisdiction where the debtor(s) will appear. A "Declaration Regarding Administration of Oath and Confirmation of Identity and Social Security Number" shall be completed by the individual performing this function. The person administering the oath and confirming identity and social security number shall indicate on the form the type of original documents used for proof, as well as, all the other information requested.

We ask that the "Declaration Regarding Administration of Oath and Confirmation of Identity and Social Security Number" form be **returned to our office within seven (7) days of the hearing**. Failure to timely submit this form to the Office of the U.S. Trustee will result in dismissal of this case.

Attached – Sample Declaration Form

Copy to the Trustee

Completed Declaration Form Received on \_\_\_\_\_

Declaration Form Not Received – Case Certified for Dismissal \_\_\_\_\_

(Revised 8/7/2018)