

NOTICE REGARDING § 341 MEETINGS IN
THE WESTERN DISTRICT OF WISCONSIN

EFFECTIVE 3/24/2020

In light of the recommendations of the CDC regarding the spread of the COVID-19 virus, the United States Trustee for the Western District of Wisconsin is requesting that all debtors and debtor attorneys appear for § 341 meetings telephonically from March 17th through April 30th (or until otherwise notified).

The call-in numbers and passwords are as follows:

Cases called in **Madison, La Crosse/Onalaska** and **Superior** -

- Call-in number: 866-818-1445
- Passcode: 1578204

Cases called in **Eau Claire** and **Wausau/Rothschild** ([please note this number has changed from previous notices](#))

- Call-in number: 877-407-2188
- Passcode: 2568400

If you are appearing by phone, verification of ID and SSN can be done in **one of the two following ways**:

1. By Debtor's Attorney before or at the creditor meeting.

Attorneys may verify their client's IDs and SSN by:

- a. inspecting their photo IDs and proof of SSN either **just prior to or during the creditor meeting**;
- b. providing a copy of these documents to the trustee by email, fax, or the trustee's software portal; and
- c. verifying both the debtor's ID and SSN on the record by (i) identifying the documents provided by the debtor and forwarded to the trustee and (ii) representing that the photo ID bears a photo of their client.

2. After the initial meeting of creditors

Debtors may provide verification of their ID documents to the trustee **after the meeting of creditors**. Trustees will continue the meeting until the verification is provided but may conclude the meeting on the docket once the verification is provided (and all other trustee requirements have been met). Debtors may provide verification by appearing at the continued meeting **or by** completing and submitting a **Declaration form** (available on the **Madison U.S. Trustee website**) which is verified by either:

- a. Debtor's attorney (if the debtor has one):
 - i. Debtors will need to provide their photo ID and proof of SSN to their attorney, who will provide the Declaration form.
 - ii. Debtors need to complete Lines 1-4, and the attorney needs to complete Lines 5-9.
 - iii. Either debtors or attorney may forward to the trustee the Declaration form, and attached copy of the documents examined, by email, fax or the trustee's software portal.
- b. Notary (for debtors without attorneys):
 - i. Debtors download a copy of the Declaration form from the U.S. Trustee's website.

- ii. Debtors will need to provide the Declaration form, their photo ID, proof of SSN and Bankruptcy Official Form 121 as filed (Statement about Debtor's SSN) to a notary.
- iii. Debtors need to complete Lines 1-4, and the notary needs to complete Lines 5-9.
- iv. Debtors are to forward to the trustee (by email, fax or U.S. Mail) the Declaration form, and attached copy of the examined documents.

The name and contact information for your individual case trustee may be found on the creditor meeting notice sent to you by the Bankruptcy Court.

If you cannot appear by phone, please contact the case trustee's office and request an adjourned § 341 meeting date. All meetings will be adjourned until after May 1, and debtors requesting an adjournment are expected to cooperate in extending 341-related deadlines.

DECLARATION CONFIRMING IDENTITY AND SOCIAL SECURITY NUMBER

To be completed by **each debtor**:

In re: _____ (Debtor's Name)

Bankruptcy Case No. _____

Date of § 341(a) meeting of creditors: _____

I declare as follows:

1) My name is: _____ (Print or type)

2) My work address is: _____

3) My telephone number is: (____) _____

4) I personally appeared at the § 341(a) meeting of creditors on the date noted above.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, _____, in _____, _____.

(Date)

(Month)

(Year)

(City)

(State)

Signature of Debtor

5) I am Debtor's counsel, or alternatively, I am a person authorized to administer oaths in the State of _____, by virtue of the following fact:

_____ I am a notary

_____ I am a court reporter

_____ I am a judicial officer

_____ I am authorized to give an oath under the Code of Military Justice

_____ Other: _____

(Give title and legal authority for power to administer oath)

6) I personally verified the identity of the debtor by checking his/her original photo identification:

_____ Driver's License (State & number) _____

_____ State Identification (State & number) _____

_____ Passport (Country, number, expiration date) _____

_____ Military Identification (Branch & ID number) _____

_____ Other (describe) _____

7) I personally inspected the following original document as proof of the debtor's social security number and verified that it matches the number listed on the Debtor's Bankruptcy Official Form 121:

_____ Social Security Card

_____ Social Security Administration Statement

_____ W-2 Form

_____ Recent Payroll Stub

_____ Employer's Health Card or Medical Insurance Card

_____ Other (specify) _____

8) Attached is a copy of the documents examined **(to which I attached my initials or signature)**.

9) In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, _____, in _____, _____.

(Date)

(Month)

(Year)

(City)

(State)

Signature of Person Verifying Identity and Social Security Number

(Notaries should also add their seal and commission to the right)