

**INSTRUCTIONS REGARDING ZOOM  
CHAPTER 12 OR 13 SECTION 341(a) MEETING OF CREDITORS**

Section 341(a) Meeting of Creditors are conducted remotely by Zoom. If you are a debtor and fail to participate in your meeting, at the time on the notice from the Bankruptcy Court, your case may be dismissed. If you are a debtor, at least seven (7) days prior to the 341(a) Meeting you must provide the trustee with the following:

- Copies of your federal and state tax returns for the most recent year
- Copies of lien information for any cars, or property you own
- Your Driver's License (or other valid state or federally issued picture ID)
- Your Social Security card (W-2, or 1099 allowed if SS not available)
- Declaration and Verification of ID and SS Form (if applicable)

The above items should be emailed to: [info@ch13wdw.org](mailto:info@ch13wdw.org). If you have an attorney representing you, they can assist you or file these items directly with the trustee for you.

To participate in a Zoom video conference, you, or your attorney (if appearing at their office), must have a device (computer, smart phone, tablet) with a camera and microphone. The operating system used by most devices will enable you to access Zoom via the internet without having to download the Zoom app. If you do need to download the Zoom mobile app, do so well before the meeting. The Zoom app is free. You can test your connection ahead of time

**On the day and time of the meeting**, go to the Zoom website (or open the Zoom app) and log into the Zoom meeting using the following ID, Link name, and passcode:

Zoom Meeting ID: **566 671 0547**

Personal Link name:

If you are a **DEBTOR**, enter your:

First and Last Name

If you are the **ATTORNEY of Record**, enter your:

First and Last Name

If you are an **attorney appearing on behalf of the attorney of record** enter your name as:

Case Number-Atty (e.g. 21-12345-Atty)

If you are a **CREDITOR** enter your name as:

Case Number-Cred (e.g. 21-12345-

Cred) Passcode: **1822637144**

Alternatively, copy the below direct link into your browser's address bar:

<https://us02web.zoom.us/j/5666710547?pwd=UXVwWGticExIVk53aIRPb3NKMVU4UT09>

Failure to enter the link name as above may cause you to miss the meeting or for it to be significantly delayed. If you realize you did not enter the personal link name correctly, simply exit Zoom and re-enter using the above instructions. Once logged in correctly, wait in the public waiting area for the trustee (aka host on Zoom) or assistant to invite you into a case's meeting room. Depending on the calendar for that day, you may be in this waiting room area for some time.

You should treat your meeting as you would if appearing in court. You will be on video, so your behavior, attire and background should be appropriate for the occasion. Additionally, during your meeting, you must be in a location free from excessive noise or disruption that would impede or interrupt your testimony. If there is excessive noise or disruptions, the trustee may have to reschedule the meeting to another date.

As in a court room, recording of any kind by any party other than the trustee is prohibited. An audio recording will be available from the US Trustee approximately one week after your meeting if needed..

*Only in rare cases if you are a debtor appearing by telephone instead of video, **AND do not have an attorney who can verify your identification during your meeting**, **after your meeting**, you must submit to the trustee a signed and completed **Declaration and Verification of Identification and Social Security Number Form**. If this applies to you, you will also need to include copies of the documents referenced on your Verification of Identification and Social Security Number Form that you and your attorney or notary used to verify your identification and social security number. A form and documents must be submitted for each debtor in the case. This information must be submitted within 7 days after your meeting, and the trustee will continue your meeting until those documents are received.*

The chapter 12/13 trustee may also require you to appear in person. If the trustee makes this requirement, you will be notified during the Zoom meeting of the date, time, and place where you must appear.

*\*\*\*If you have any questions or concerns about appearing by Zoom, please contact your attorney (if you have one). Otherwise, please contact the trustee.*

**To Creditors: If you are a creditor and would like to appear at the Section 341 Meeting, see the instructions at the bottom of the first page.**

**DECLARATION AND VERIFICATION OF IDENTIFICATION**  
**AND SOCIAL SECURITY NUMBER FORM**

***[Only for Debtors Who Appeared by Telephone Either Without an Attorney  
or Whose Identity Was Not Verified by Their Attorney on the Record]***

Declaration 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:

My name is: \_\_\_\_\_ (Print or type)

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.

\_\_\_\_\_  
Signature of Debtor

\_\_\_\_\_  
Date of Signature

Verification to be completed by **a notary or attorney**:

I have reviewed the form of identification indicated below, and viewed the Debtor, and confirm that the individual depicted on the photo identification is the Debtor who signed the Declaration above and is named on the subject bankruptcy petition, and I have attached a copy of:

- Driver's License      State and D.L.# \_\_\_\_\_
- State Issued ID Card      State and # \_\_\_\_\_
- Passport      Country/##/ Exp. Date \_\_\_\_\_ Branch /
- Military ID      ID# \_\_\_\_\_
- Other      Describe/ID# \_\_\_\_\_

I have reviewed the debtor's social security number on the document indicated below, the social security number matches what was reported to the court on the debtor's bankruptcy case, and I have attached a copy:

- Social Security Card \_\_\_\_\_
- W-2 Year \_\_\_\_\_
- Other (describe) \_\_\_\_\_

In accordance with 28 U.S.C. §1746, I declare under penalty of perjury that the foregoing is true and correct.  
DATED this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Attorney for Debtor or Notary