

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

Section 341(a) Meeting of Creditors will be 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)
- Zoom Registration Form
- Declaration and Verification of ID and SS Form

The above items should be emailed to: 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.

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: **287 913 6553**

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: **456456**

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) to invite you into a case's meeting room. Depending on the calendar for that day, this could take some time.

You should treat your meeting as you would an appearance 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.

At the time of your meeting, debtors must have with them, documents to verify their identification and social security number. They will be asked to display them for the trustee on camera in the breakout room for their case.

*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.

ZOOM REGISTRATION FORM

All Debtors Must Complete This Form and Submit to their Case Trustee

Case No: _____

Debtor(s): _____

The undersigned Debtor(s) will appear via Zoom videoconference or teleconference at the Section 341 Meeting of Creditors, scheduled for _____, 20__.

Debtor(s) and debtor(s)' attorney understand the limitations of videoconference technology and waive any claims or objections which may arise from conducting the Meeting by videoconference including, but not limited to, the disclosure of personally identifiable information.

Debtor(s) and debtor(s)' attorney further understand that it is Debtor(s)' and/or attorney's responsibility to ensure Debtor(s) will have adequate hardware and connectivity and that Debtor(s) will be in a location appropriate to conduct an adequate Meeting free from excessive noise and disruption. In their discretion, a trustee may require that Meeting be rescheduled as either a video or an in-person appearance.

DATED this ___ day of _____, 20__

Debtor's Signature

Joint Debtor's Signature

Attorney for Debtor(s)' Signature

Debtor(s)' Email Address

Attorney for Debtor(s)' Email Address

Location of Debtor During the Meeting:

- With Attorney
- Separate from Attorney

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