

Please have your clients register with [The National Data Center](#) before their 341 meeting. All 341 meetings will be conducted telephonically for the foreseeable future.

**You must read and follow these procedures to have a meeting held via telephone.**

**You MUST provide the debtors' ID and proof of SSN in advance of the 341 meeting.**

**Here are the procedures for providing ID and proof of SSN.**

1. At least seven days before the scheduled meeting, send a (preferably one page) PDF to [341documents@lisle13.com](mailto:341documents@lisle13.com) with **ONLY the seven digit numeric case number** in the subject line i.e. 2012345. The application that links the PDF to the case only works if the subject line is formatted correctly.
2. The PDF must be prepared by the firm using a **SCANNER**.  
No cell phone photos. **Copiers do not make legible copies of a driver's license.**  
**Please review the image before you send it. The image must be clear and legible for the meeting to be held.**
3. The PDF **MUST** include the following **legible** information:
  - (a) The telephone number the trustee is to call for the meeting\*.
  - (b) Debtor's name(s) and case number.
  - (c) A **clear** copy of each debtor's driver's license / state ID / military ID / government issued photo ID with the debtor's signature.
  - (d) A **clear** copy of each debtor's Social Security Card, W2 or 1099.
4. **Please include the debtors' email addresses** and current employer as well.
5. Debtor attorneys must be able to attest to their clients' identity. If not in the same physical space, the attorney must be able to get their client on the phone at the appointed time. \*The trustee's hearing officer will initiate the meeting by calling a number provided by the attorney. Meetings will be recorded as usual.
6. **The debtor(s) must have a copy of the signature pages, Plan, schedules and statements to review and testify to during the meeting. The debtor(s) must**

**have the paper in front of them when the meeting starts.** If the debtor has to find the image on their cell phone we will pass the meeting to the end of the call.

7. If the debtor(s) will be in the same physical space as the attorney, you may defer sending the scanned ID and proof of SSN until the meeting date but you MUST advise us of this in advance by emailing Dana [twombly\\_d@lisle13.com](mailto:twombly_d@lisle13.com).

\*The trustee's office will call the number provided; you need to have your client ready at the appointed time, if not in person then via conference call.

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Sincerely,

Glenn Stearns, Trustee