March 29 Update **341 MEETINGS RESUME APRIL 6.**

All 341 meetings will be conducted telephonically for the foreseeable future. We are working on a video conference solution as well, we hope it will be ready before meetings resume. These procedures are subject to change. Changes will be posted below.

The first day of telephone meetings was March 18. Most of the meetings went smoothly. Attorneys who failed to closely read and follow the procedures below did not fare as well.

You need to let us know if you want to have a telephonic meeting (see #1 below).

You need to give me a way to verify the debtor(s) identity (#4, 5 and 6 below).

You need to let us know you are ready for the meeting to start (#8 below).

Here are the procedures for telephone meetings:

1. No later than Noon the day before the scheduled (or rescheduled) meeting, email Dana twombly_d@lisle13.com to let her know that you either:
   (a) request a new date and time (we will only give a new date if the meeting was otherwise ready to proceed), or
   (b) will be ready to go telephonically at the appointed date and time.

2. Debtor attorneys must be able to attest to their clients' identity. If not in the same physical space the attorney should be in the same "virtual space" as their client. The trustee's hearing officer will initiate the meeting by calling a number provided by the attorney. Meetings will be recorded as usual.

3. The debtor(s) must have a copy of the signature pages, Plan, schedules and statements to review and testify to during the meeting.

4. **In advance of the meeting (at least six minutes in advance of the meeting),** the Debtor attorney must transmit a (preferably) one page PDF to 341documents@lisle13.com with ONLY the seven digit numeric case number in the subject line i.e. 2012345. No other characters of any kind can appear in the subject line. The application that links the PDF to the case only works if the subject line is formatted correctly. If the PDF is prepared in advance of the 341 date it must be dated and signed by the debtor(s) and the attorney who prepared it. (Note six minutes is just the minimum to allow the software to link the pdf to the case, you can send it earlier than that if it is convenient for you).

5. The PDF must be prepared by the firm and must be generated from a scanner. NO CELL PHONE PHOTOS.

6. 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.

7. Please include the debtors' email addresses and current employer as well.

8. When you and your client are ready to start the 341 meeting, you must send an email to Dana twombly_d@lisle13.com with CHECKING IN, DEBTOR NAME, 2012345 in the subject line.

Please email us in advance if you need a new date, **assuming the meeting is otherwise ready to be held** you will get a new date**.**

No one in my office has exhibited any flu like symptoms to date and my office is operating more or less as usual although most are working remotely now.

Please have your clients register with The National Data Center before their 341 meeting.

Any changes will be posted in this space.

Sincerely,

Glenn Stearns, Trustee

In case you are interested:

CDC Coronavirus Web Site

Mayo Clinic on Covid-19