

NOTICE REGARDING MEETINGS OF CREDITORS
Office of the United States Trustee
Columbia Field Office
July 1, 2024

Until further notice, all meetings of creditors in bankruptcy chapter 11 will be held telephonically on the date and at the time noticed in each case. No in-person meetings will be held. The call- in information for chapter 11 341 meetings is:

| Trustee | Number | Toll Free | Participant Code |
|--------------------------|----------------|------------------|-------------------------|
| UST all chapter 11 cases | (517) 477-6833 | (877) 605-6087 | 8839880 |

Debtors' counsel and their clients are not required to be at the same physical location of counsel while a meeting is being conducted.

Debtor Identification Procedures Through Remote Meetings

The requirement of proof of proper identification of debtors at meetings of creditors remains unchanged. This requirement includes debtors' counsel and pro se debtors emailing the case trustee by a secure method imaged copies of a debtor's photo identification and proof of social security number at least 5 business days prior to the meeting of creditors. The trustee may provide debtors' counsel and pro se debtors with further specifics regarding how to furnish this information.

If this method of debtor identification proves unsatisfactory to the trustee or to the United States Trustee, substitute proof of identification may be required using one of two alternative methods. Alternative method #1 entails a certification or declaration by a debtor's counsel confirming a debtor's identity. Alternative method #2 involves furnishing a sworn identification affidavit which requires a notary signature. Both the attorney certification/declaration form or the affidavit form may be obtained from the case trustee or the United States Trustee. Both alternative methods described for debtor identification must be completed and furnished to the trustee 5 business days prior to the meeting of creditors or the adjourned meeting of creditors.

Phone Etiquette Guidelines

The following video/phone etiquette guidelines will be required of all parties participating in meetings of creditors:

- a. Mute the call/audio while your meeting is not being held. If by zoom, select the speaker button to mute it. To unmute, press the speaker button again. If by telephone, press *6 on your phone to mute the phone. To unmute, press *6 again.
- b. Limit all background noise while your meeting is being held. The debtor should be in a quiet location with copies of the debtor's schedules and statements, bank statements, tax return, and other documents provided to the trustee.
- c. If participating by telephone, no speaker phone should be used unless two or more persons are appearing on the same line, i.e., debtor and counsel or joint-filing debtors.

- d. Debtors and counsel are to be at a set location, and not in transit, so that full attention can be given to the questions being asked.
- e. Parties included in a meeting of creditors cannot provide “coaching” or supplementary answers.
- f. Any appearances by debtors without their counsel also present at the appointed time will result in a continuance. After two failed attempts, the trustee may seek the dismissal of the case.
- g. The attorney for the debtor(s) should share invitation information for participation in the zoom 341 meetings with debtors and any creditors wishing to participate in the meeting.
- h. All parties attending meetings of creditors shall connect just prior to the designated meeting time or as otherwise instructed by the trustee assigned to the case, or in chapter 11 cases, by the United States Trustee. Parties should disconnect after the meeting attended is concluded.
- i. No recordings of the 341 meeting may be made by any party other than the trustee, United States Trustee, or a certified court reporter who has the express written permission of the trustee or United States Trustee to record the meeting. No photographs may be taken of the debtor or any party to the 341 meeting or other parties visible in the zoom meeting.

If you have additional questions, please contact your attorney. If you are not represented by an attorney, contact the case trustee using the information below.

Chapter 11

United States Trustee (Columbia Field Office)
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