

**NOTICE REGARDING TELEPHONIC MEETINGS OF CREDITORS**  
**Office of the United States Trustee**  
**Columbia Field Office**  
**(March 1, 2022)**

Effective March 23, 2020, and until further notice, all meetings of creditors in all bankruptcy chapters will be held telephonically on the date and at the time noticed in each case. No in-person meetings will be held.

Call-in numbers to attend meetings of creditors with the assigned participant passcodes are shown below for all trustees in the district. Additional supplemental instructions may be provided by each trustee to counsel, pro se debtors, and, upon request to the case trustee, to creditors and parties in interest desiring to attend meetings of creditors. In chapter 11 cases, the United States Trustee will send out any additional information.

<b>Trustee</b>	<b>Number</b>	<b>Toll Free</b>	<b>Participant Code</b>
Jimmy Wyman	(203) 480-2363	(877) 486-6317	9903805
Gretchen Holland	(203) 480-1116	(877) 985-8264	5092584
Pamela Simmons-Beasley	(517) 477-2274	(877) 953-1486	4504409
Annemarie B. Mathews	(517) 477-8826	(877) 985-7782	9233197
Robert Anderson	(517) 477-8368	(877) 952-3034	3232014
Janet Haigler	(517) 477-6602	(888) 791-3450	6710937
John Fort	(517) 444-4994	(877) 951-5925	7553161
Michelle Vieira	(517) 477-8322	(877) 985-8971	4754087
Kevin Campbell	(517) 477-7753	(877) 973-7790	5304498
Kerk Spong	(517) 477-6990	(866) 812-4190	8354661
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 two business day 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 two business days prior to the meeting of creditors.

### **Phone Etiquette Guidelines**

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

- a. Mute the call/audio while your meeting is not being held by pressing \*6 on your phone. To unmute, press \*6 again.
- b. Limit all background noise while your meeting is being held.
- c. 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. Only debtors and their counsel as well as creditors or interested parties will be allowed on the connection, i.e., no "moral support," "coaching," or supplementary answers are to be provided by friends or family during the call.
- f. Any telephonic appearances by debtors without their counsel also present on the conference call 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 teleconferencing 341 meetings with debtors and any creditors wishing to participate in the meeting.
- h. All parties attending meetings of creditors shall call 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 from the call after the meeting attended is concluded.
- i. No recordings of the phone conference 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.

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 7 Trustees**

Robert F. Anderson  
[bob@andersonlawfirm.net](mailto:bob@andersonlawfirm.net)  
(803) 252-8600

Janet B. Haigler  
[jhaigler@haiglerlawfirm.com](mailto:jhaigler@haiglerlawfirm.com)  
(803) 261-9806

Kevin Campbell  
[kcampbell@campbell-law-firm.com](mailto:kcampbell@campbell-law-firm.com)  
(843)-884-6874

Michelle Vieira  
[trustee@chapter7.email](mailto:trustee@chapter7.email)  
(843) 497-9800

John K. Fort  
[johnkfort@gmail.com](mailto:johnkfort@gmail.com)  
(864) 237-8284

**Chapter 11**

United States Trustee (Columbia Field Office)  
[USTPRegion04.CO.ECF@usdoj.gov](mailto:USTPRegion04.CO.ECF@usdoj.gov)  
(803) 765-5250

**Chapter 13 Trustees**

Gretchen Holland  
[Katherine@upstate13.com](mailto:Katherine@upstate13.com)  
(864) 527-3765

Annemarie B. Mathews  
[dgoldberg@columbia13.com](mailto:dgoldberg@columbia13.com)  
(803) 744-0201

Pamela Simmons-Beasley  
[dawn@ch13trustee.net](mailto:dawn@ch13trustee.net)  
(803) 779-5180, ext. 131

James Wyman  
[bumgarner@charleston13.com](mailto:bumgarner@charleston13.com)  
(843) 856-2404

**Chapter 12 Trustee**

Kerk Spong  
[kspong@robinsongray.com](mailto:kspong@robinsongray.com)  
(803) 227-1101