

VIDEO/TELEPHONIC PROTOCOL

The standing trustee office of William C. Miller (“Office”) will be conducting 341 meetings via conference telephone until further notice, as follows:

Office has 4 conference lines to perform 341 meetings. Each attorney in the Office will be assigned specific cases for a particular date, by times.

A listing of the cases and attorneys will be posted on Office web site. There will also be provided a conference telephone number and a passcode, to be used by attorneys, debtors, and creditors.

Debtors attorneys should forward to the Office a telephone number where they can be reached.

As close to the scheduled time as possible, the Office will call the debtor’s attorney, advising him/her to call in to the conference line, and notify his/her client to do so.

Once all parties are on the line, the meeting will begin. The standing trustee will first determine who is present.

Regarding identification, debtor’s counsel should have reviewed, in advance, government issued ID and 3rd party proof of Social Security Number. See Bankruptcy Rule 4002(b). Debtor’s counsel will be required to submit a Declaration of Administration of Oath and Confirmation of Identity and Social Security Number, as found on the UST website, prior to the hearing. It can also be found at <https://www.justice.gov/ust>. NOTE – attorneys can skip section #5 and the first part of #8. They should sign the declaration in the second part of #8. They can also strike “Administering/Administration of Oath and” in the heading and signature line.

Debtor’s counsel should have provided debtor(s) with signed copies of the petition, schedules, statements and related documents, with “wet” signatures, in advance. The standing trustee will confirm that on the record, and determine how the documents were provided to debtor(s).

All documents required to conduct the meeting should have been uploaded to the standing trustee, via 13documents.com, prior to the meeting. These include tax returns (SSN redacted), asset valuations, current pay stubs required by Bankruptcy Rule 4002 (b)(2)(A), depository account statements as of the filing date (account numbers redacted), mortgage loan balance (account numbers redacted). Note that pay advices are now required to be filed on the docket - only current pay stubs should be uploaded to the Office.

The Domestic Support Obligation (341 Information Form) must have been completed and signed, and uploaded to Office [form is available on trustee’s website – <http://www.ph13trustee.com>].

The Notice-Disclosure Obligations must have been signed and uploaded to the Office [form is available on trustee’s website – <http://www.ph13trustee.com>].

The standing trustee will ask the required questions, and any appropriate follow up questions. The Office will complete a 341 Minute Sheet, which will be transmitted to the attorney upon completion of the meeting, if requested.

Failure to comply with this protocol may result in continuance of the meeting or dismissal of the case.

April 7, 2020

**DECLARATION REGARDING ADMINISTRATION OF OATH AND
CONFIRMATION OF IDENTITY AND SOCIAL SECURITY NUMBER**

In re: (Debtor's Name)

Bankruptcy Case No. _____

Date of telephonic or video conference appearance at § 341(a) meeting of creditors: _____

I declare as follows:

1) My name is: _____
(Print or type)

2) My work address is: _____

3) My work telephone number is: (____) _____

4) The address from where I participated in the § 341(a) meeting of creditors is:

5) I am a person authorized to administer oaths in the State of _____, by virtue of the following fact:

_____ I am a notary

_____ I am a court reporter

_____ I am a judicial officer

_____ I am authorized to give an oath under the Code of Military Justice

_____ Other: _____

(Give title and **legal authority** for power to administer oath)

6) I personally verified the identity of the debtor by checking his/her original photo identification:

_____ Driver's License (State & number) _____

_____ State Identification (State & number) _____

_____ Passport (Country, number, expiration date) _____

_____ Military Identification (Branch & ID number) _____

_____ Other (Describe) _____

7) I personally inspected the following original document as proof of the debtor's social security number and orally confirmed it with the standing trustee:

_____ Social Security Card

_____ Social Security Administration Statement

_____ W-2 Form

_____ Recent Payroll Stub

_____ Employer's Health Card or Medical Insurance Card

_____ Other (specify) _____

8) On _____, I did administer an oath to the debtor, prior to the standing trustee commencing

(Date)

the questioning of the debtor for the telephonic or video conference interview of _____ the debtor.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, _____, in _____.

(Date)

(Month)

(Year)

(City)

(State)

Signature of Person Administering Oath and Verifying Identity and Social Security Number