

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 an ATTORNEY DECLARATION REGARDING CONFIRMATION OF DEBTOR IDENTITY AND SOCIAL SECURITY NUMBER, as found on the UST website (<https://www.justice.gov/ust>), prior to the hearing. NOTE – form has been modified to eliminate the reference to the administering of oaths by debtors’ attorneys.

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.

July 16, 2020