

**NOTICE REGARDING CHAPTER 7 AND CHAPTER 13
TELEPHONIC § 341 MEETINGS OF CREDITORS IN THE DISTRICT OF
COLORADO**

EFFECTIVE 04/24/2020

The U.S. Trustee Program is extending the requirement that § 341 meetings be conducted only through telephonic or other alternative means not requiring in-person appearance to all cases filed through July 10, 2020. Appropriate notice will be provided to parties in accordance with bankruptcy law and rules.

This Notice provides information regarding:

- Reminder that § 341 meetings are now conducted telephonically, until further notice.
- Three (3) methods for providing proof of debtor's identification for § 341 meetings conducted *telephonically*.
- Dial-in instructions for the noted § 341 meetings.

Telephonic § 341 Meetings of Creditors.

DO NOT appear at any of the below physical locations on the dates listed. All of the listed § 341 meetings will be held *telephonically*.

Bring Documents. Debtors should have their bankruptcy documents available during the § 341 meeting in the event there are questions about the information in the documents. Failure to do so may result in a continuance of the § 341 meeting to a later date.

No Recording. The § 341 meeting will be recorded by the trustee. Any other recordings are prohibited.

Debtor Identification Methods.

**Valid government ID and proof of social security number (SSN) (“Identification Documents”)*

Valid forms of ID: driver’s license, state ID card, passport, military ID.

Valid forms of SSN: SSN card, SSA statement, ITIN card, W-2, recent payroll stub, medical insurance card
(*full SSN must be present on document provided*).

A) Debtor provides ID and SSN information prior to § 341 meeting.

- The debtor shall copy, scan, or take a picture of their Identification Documents and mail / email / send the documents to the trustee before the § 341 meeting.
- The trustee will ask the debtor questions during the § 341 meeting to confirm both delivery and the information contained in the Identification Documents.

B) Counsel verifies debtor’s ID and SSN at § 341 meeting.

- At or prior to the § 341 meeting, debtor provides counsel with their Identification Documents.
- Debtor and counsel are in same physical location (or alternatively, counsel can verify debtor’s appearance during or just prior to the meeting in person or via independent video with debtor such as Skype or Facetime).
- Counsel will represent and will be responsible for verifying the Identification Documents on the record by identifying documents provided by debtor and representation that the photo identification matches the person attending the § 341 meeting.
- Counsel shall NOT state the full SSN on the record but shall respond to questions asked by the trustee.
- Copies of both identifying documents will be emailed or faxed to the trustee subsequent to the § 341 meeting.

C) Debtor provides verified Identification Documents after § 341 meeting.

- If the debtor’s identification is unable to be confirmed through the two above methods, the trustee will conduct the § 341 meeting but continue it to a later date so that the debtor can provide the required Identification Documents to confirm their identity.
- The trustee may allow the debtor to present the required Identification Documents before the next scheduled meeting through either counsel or other official verification through a completed Declaration form. The Declaration form will be provided by the trustee.

Dial-In Information.

*Please dial the appropriate location call-in number and enter the passcode and **immediately** place your phone **on mute**.*

Listen for your § 341 meeting to be called and unmute your phone.

- Landline preferred. If you have a choice, use a landline phone, instead of a cell phone.
- Call from quiet area. Make the call from a quiet area where there is as little background noise as possible.
- When speaking, identify yourself.
- **Do not** put the phone on hold at any time after the call is connected.
- Once your § 341 meeting is finished, hang up.
- If you become disconnected before your § 341 meeting is finished, call back.

The call-in numbers and passwords are as follows:

Chapter 7 cases called in **Denver** –

- Call-in number: 888.395.7928
- Passcode: 4268596#

Chapter 13 cases called in **Denver** –

- Call-in number: 866.723.8662
- Passcode: 7701265#

Chapter 7 and 13 cases called in **Colorado Springs** -

- Call-in number: 866.710.0578
- Passcode: 7913716#

Chapter 7 and 13 cases called in **Fort Collins or Loveland** –

- Call-in number: 866.705.4985
- Passcode: 2872203#

Chapter 7 and 13 cases called in **Grand Junction** –

- Call-in number: 866.710.9664
- Passcode: 7633205#

Chapter 7 cases called in **Pueblo** –

- Call-in number: 866.620.1084
- Passcode: 40553#