

**NOTICE REGARDING §341 MEETINGS.  
PROCEDURES FOR CASES ASSIGNED TO THE CHAPTER 13 TRUSTEE, MELISSA A.  
CAOUCETTE, EFFECTIVE IMMEDIATELY**

**NOTICE OF ZOOM  
§341 MEETINGS  
(Updated October 2023)**

The United States Trustee has initiated a new process for conducting 341 Meeting of Creditors via Zoom. The Flint Chapter 13 Trustee's office is scheduled to use the Zoom process commencing with the 341 Meeting of Creditors scheduled for October 24, 2023. Please note that this notice only applies to cases assigned to the Chapter 13 Trustee's Office in Flint.

**There is a new requirement to submit proof of Debtor's government issued photo ID and Social Security Number 14 days in advance of the scheduled 341 Meeting of Creditors.** Please remember to check the back of the government issued photo ID i.e. Driver's license, for any change of the debtor's address as you may need to copy the front and the back of the photo ID. We have a document type at BK DOCS called "SS Verification/Photo Identification" for these documents.

The assigned hearing officer is required to verify the debtor's identity with their government issued photo ID and the person on the zoom call. Please make sure the copy of the governmental photo ID that you submit to the BK Docs is legible and clearly shows their face.

The assigned hearing officer is also required to verify the Social Security Number against Social Security Number contained on the Notice of Commencement issued by the Bankruptcy Noticing Center. Please make sure that the copy of the Social Security Number that you submit to BK DOCS is legible.

**Please submit all of the Identification documents on one page even for a jointly filed case.**

Approximately one week before the scheduled meeting, we will publish on our website and distribute a list designating each case assigned to a specific hearing officer and the approximate time the case will be called.

All debtors, creditors and their representatives who wish to participate in these meetings should use the following Zoom Meeting ID and Passcode to log into the 341 Meeting of Creditors. Attendees when logging into zoom will be prompted to first put in the Zoom Meeting ID# and then prompted to put in their name. Debtors are requested to input their Last name, First initial. Debtor attorneys, when inputting your name please use your Law Firm's name. Creditor attorneys when inputting your name – please put your name in as "Creditor" and your Law Firm's name (if you have enough space to do so).

When logging in, attendees will initially enter the waiting room, from there a representative of the Trustee's office will move the attendees to a meeting room. In the meeting room, you will be asked your name if you have not initially logged into zoom using your name. From the meeting room, each attendee will be prompted to move to their assigned breakout room. This is where your 341 Meeting of Creditors will be held.

Please keep your camera and mic off until the hearing officer prompts you to enter your hearing. You will get a message and/or verbal cues to turn your mic and camera on.

Meeting ID: 741 812 1144  
Passcode: 8079024454

It is the obligation of each person (debtor, debtor attorney and/or creditor) desiring to participate in the §341 meeting to log into the Zoom meeting. **THE CHAPTER 13 TRUSTEE WILL NOT BE INITIATING ANY CALLS FOR §341 MEETINGS.** Please make sure your clients are clearly visible during the zoom 341 meeting.

Debtors will continue to be sworn in for testimony and the meetings will continue to be recorded by the Chapter 13 Trustee's Office. Debtor attorneys must also have a copy of the Petition, Schedules and Chapter 13 Plan available for the debtor to review, as it relates to their testimony.

In the event your 341 Meeting of Creditors is adjourned, please use the following adjourned dates in the Stipulation and Order for Adjournment:

<u>341</u>	<u>Confirmation</u>	<u>Discharge Date</u>
December 5, 2023	January 16, 2023	February 3, 2024
December 19, 2023	January 16, 2024	February 17, 2024
January 9, 2024	February 13, 2024	March 9, 2024
January 23, 2024	February 13, 2024	March 23, 2024
February 6, 2024	March 19, 2024	April 6, 2024