

Telephonic § 341(a) Meetings

1. The attorney (or the debtor, if unrepresented) must first obtain the Trustee's consent to attend the § 341(a) meeting of creditors by telephone.
2. Telephonic 341 meetings are held *after* the originally-scheduled meeting, to ascertain whether any creditors or other parties wish to participate.
3. The attorney for the debtor is responsible for making the arrangements for the debtor to appear by telephone from a remote location. Unless the debtor is incarcerated or in the military, the debtor must appear at another U.S. Trustee's Office. The attorney must contact the Trustee, any creditor interested in attending, and the debtor to identify at least three proposed dates and times for the call, and forward this information, along with the location where the debtor will appear, to the Trustee.
4. The attorney for the debtor should have teleconferencing capability to connect the Trustee and any creditors to the meeting (always calling the U.S. Trustee's office hosting the meeting last). If those phone capabilities are not available please make arrangements with a phone conferencing center for an operator-assisted conference call.
5. All required documents in support of the 341 meeting of creditors must be submitted prior to the originally-scheduled 341 date.
6. The debtor must bring to the following to the remote location: picture identification*; an original document containing their complete Social Security Number**; and copies of signature pages for the Voluntary Petition, Declaration of Schedules, Statement of Financial Affairs, and Form 22A (Means Test Form).
7. The designated person at the remote location (commanding officer, jail official, or employee of the U.S. Trustee's Office) must complete the Declaration of Oath form (available on www.trusteehagan.com/forms.html) and return it to:

Kelly M. Hagan, Trustee
P.O. Box 6844
Traverse City, MI 49696
fax (231) 938-7995

*acceptable picture identification: (1) valid driver's license, (2) a government ID, (3) a state picture ID, (4) a student ID, (5) a US passport, (6) a military ID or (7) resident alien card. Any other form must be approved by the United States Trustee.

**acceptable proof of social security number: (1) a social security card, (2) a medical insurance card that includes Debtor's SSN, (3) a pay stub that indicates the Debtor's SSN, (4) a W-2 form, (5) an IRS form 1099, or (6) a Social Security Administration report. Any other form of proof must be approved by the United States Trustee.