

LUNCH & LEARN

Albert Russo, Trustee
Monday, October 30, 2023 @ 12PM

AGENDA

- NEW UST Zoom 341 Procedures
- NEW Trustee 341 Procedures
- Debtor Email Collection Project
- Debtor Attorney Email Collection Project
- Calendar Disposition List

NEW UST Zoom 341 Procedures

NEW UST 341 Zoom Procedures

THE OLD WAY

- Individual meeting invitations from the Trustee's office in 15-minute blocks
- Debtor photo ID and proof of SSN provided during the meeting

NEW UST 341 Zoom Procedures

THE NEW WAY

- Single Zoom meeting ID and password printed on the Notice of Bankruptcy Case

Official Form 309I

Notice of Chapter 13 Bankruptcy Case

10/20

7. Meeting of creditors

Debtors must attend the meeting to be questioned under oath. In a joint case, both spouses must attend.

Creditors may attend, but are not required to do so.

All individual debtors must provide picture identification and proof of social security number to the trustee at the meeting of creditors. Failure to do so may result in your case being dismissed.

December 7, 2023 at 09:00 AM

The meeting may be continued or adjourned to a later date. If so, the date will be on the court docket.

Location:
Meeting held by Zoom, visit join.zoom.us,
Enter Meeting ID 807 540 1358, Click on JOIN
using passcode 8954134040, or call
1-609-766-9830

For additional meeting information go to <https://www.justice.gov/ust/moc>

NEW UST 341 Zoom Procedures

THE NEW WAY

- 341 Hearings scheduled on the hour just like in-person hearings

NEW UST 341 Zoom Procedures

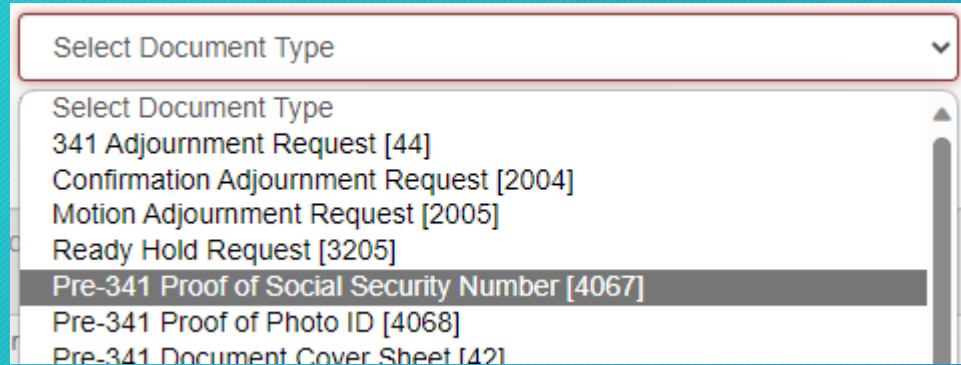
THE NEW WAY

- Debtor photo ID and proof of SSN must be provided **10 DAYS PRIOR** to the hearing and uploaded via BKDocs.us in SEPARATE files for each type of document (i.e. 1 file for debtor and co-debtor photo ID, 1 file for debtor and co-debtor proof of SSN)
- See the USTP Acceptable ID and SSN Documents List on our website, www.russotrustee.com

NEW UST 341 Zoom Procedures

THE NEW WAY

- New document types at BKDocs.us



A screenshot of a web application's dropdown menu for selecting document types. The dropdown is titled "Select Document Type" and is currently open, showing a list of options. The option "Pre-341 Proof of Social Security Number [4067]" is highlighted in a dark grey bar. Other visible options include "341 Adjourment Request [44]", "Confirmation Adjourment Request [2004]", "Motion Adjourment Request [2005]", "Ready Hold Request [3205]", "Pre-341 Proof of Photo ID [4068]", and "Pre-341 Document Cover Sheet [42]".


Select Document Type
Select Document Type
341 Adjourment Request [44]
Confirmation Adjourment Request [2004]
Motion Adjourment Request [2005]
Ready Hold Request [3205]
Pre-341 Proof of Social Security Number [4067]
Pre-341 Proof of Photo ID [4068]
Pre-341 Document Cover Sheet [42]

NEW UST 341 Zoom Procedures

TEST DEBTOR PROOF OF PHOTO ID.pdf ✓

John Smith

New cases take 3 to 5 business days to be available for document uploads. If you are getting an error that the case is not found, and it was filed less than 5 days ago, please wait 24 hours and try to upload your document again.

 Pre-341 Proof of Photo ID [4068] ▼

Document description (max. 140 characters)


You have 140 characters remaining.

Remove File

TEST DEBTOR PROOF OF SSN.pdf ✓

John Smith

New cases take 3 to 5 business days to be available for document uploads. If you are getting an error that the case is not found, and it was filed less than 5 days ago, please wait 24 hours and try to upload your document again.

 Pre-341 Proof of Social Security Number [4067] ▼

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

NEW UST 341 Zoom Procedures

THE NEW WAY

- When joining the meeting you will be placed in the waiting room
- Trustee staff will admit you to the 'Main Session' with all of the other participants for that hour
- All participants will be muted upon entry to the 'Main Session'

NEW UST 341 Zoom Procedures

THE NEW WAY

- Participants must agree to the terms of the pop-up box when joining the meeting

You are about to join the Zoom § 341 Meeting / Está a punto de unirse a la reunión de Zoom § 341

To join the Zoom § 341 Meeting of Creditors waiting room, please click Agree.

FBI INVESTIGATES BANKRUPTCY CRIMES

Federal law provides severe criminal penalties for bankruptcy crimes, which include bribery, concealment of assets, false statements, false claims, filing under a fictitious name and perjury. Title 18, United States Code, Section 152 and 3571, provide penalties of up to 5 years imprisonment or a fine of not more than \$250,000, or both.

Para ingresar a la sala de espera de la reunión de acreedores de Zoom § 341, por favor haga clic en "Agree" (aceptar).

LA FBI INVESTIGA DELITOS DE BANCARROTA

La ley federal establece severas sanciones penales para delitos de bancarrota, tales como el soborno, el encubrimiento de activos, declaraciones falsas, demandas falsas, declaraciones bajo nombres ficticios y perjurio. Los artículos 152 y 3571 del Título 18 del Código de los Estados Unidos establecen penas de hasta 5 años de prisión, multas no mayores a 250.000 dólares, o ambas.

This disclaimer was generated by the account admin.

Agree

Cancel

NEW UST 341 Zoom Procedures

THE NEW WAY

- ALL PARTICIPANTS should make sure they enter their first and last name so we can easily identify them
- Relay this to your clients, as this is going to be the most difficult part of this new process and will slow things down if we have to try to identify debtors

NEW UST 341 Zoom Procedures

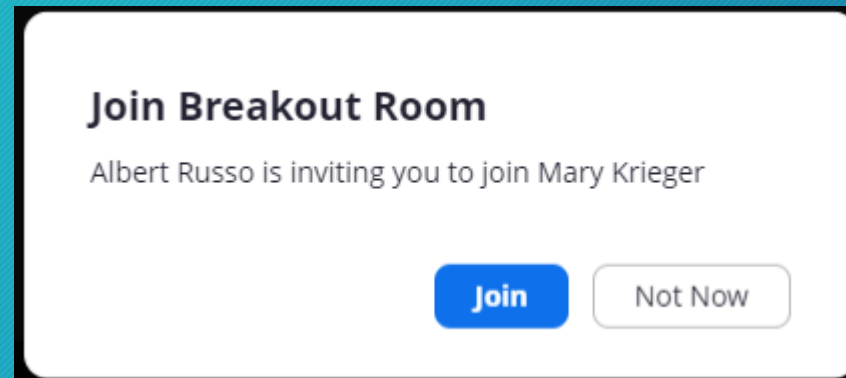
THE NEW WAY

- Trustee staff will begin calling cases at the top of the hour and continue throughout the hour as new participants arrive
- We will ask “Please use the raise your hand function if you are here for case number 23-12345”
- Once debtor(s), attorney, and any creditors are identified, they will be moved to a break-out room where the meeting will be conducted

NEW UST 341 Zoom Procedures

THE NEW WAY

- When participants are moved to a break-out room, they will be asked to join the room. Participants must click the JOIN button to join the room.



NEW UST 341 Zoom Procedures

THE NEW WAY

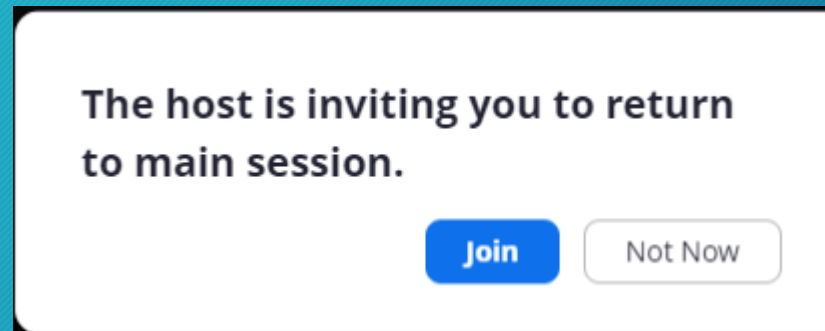
- The 341 hearing will be conducted in the break-out room with only those participants in the room able to hear one another. Participants in the 'Main Session' cannot hear what happens in a break-out room.
- When the hearing is completed, the debtor(s) will be asked to click the LEAVE ROOM at the bottom of the window. This will prompt another button to LEAVE MEETING.

A blue rectangular button with rounded corners and a black border, containing the text "Leave Room" in white.A red rectangular button with rounded corners and a black border, containing the text "Leave Meeting" in white.

NEW UST 341 Zoom Procedures

THE NEW WAY

- Once the debtor has left the meeting, if you have other hearings, you will be moved back to the 'Main Session'. Otherwise, you will leave the meeting in the same manner as the debtor(s).
- You will get another pop-up box confirming that you are being moved to the 'Main Session'. Click the JOIN button to accept.



NEW UST 341 Zoom Procedures

THE NEW WAY

- When you return to the 'Main Session', the process starts over with Trustee staff calling cases

NEW UST 341 Zoom Procedures

THINGS TO REMEMBER

- There may be up to 30 people in the 'Main Session' at any time. As such, everyone will remain muted unless we ask them to unmute.
- You need to devise a way to communicate with your clients without talking to one another in the 'Main Session'
- See the USTP Best Practices for Debtors and Attorneys document on our website, www.russotrustee.com

NEW UST 341 Zoom Procedures

THINGS TO REMEMBER

- The telephone number that is included with the Zoom meeting ID on the Notice of Bankruptcy Case is meant to be used by creditors. Debtors and attorneys are required to join the meeting with video enabled unless an order has been entered to allow a telephone meeting. PLEASE RELAY THIS TO YOUR CLIENTS.
- Debtors who join only via telephone without an order allowing a telephonic hearing will be given a few minutes to re-join with video enabled. If they cannot, their 341 Hearing will be adjourned.

NEW Trustee 341 Procedures

NEW Trustee 341 Procedures

- Documents required prior to 341, including Proof of Photo ID and Proof of Social Security Number, are required 10 days prior to the 341 Hearing date
- If documents are not received, the Trustee will docket an adjournment of the 341 Hearing to the Thursday before confirmation, or some other date in the future, which will go out on electronic notice to all parties in interest
- We will no longer be using the status of '341 Will Not Be Held - Missing Docs.' on our Calendar Disposition List

Debtor Email Collection Project

Debtor Email Collection Project

- In order to more effectively communicate with debtors, we are attempting to collect debtor email addresses
- When you file a new case, your office will get an email from the Trustee with a link to a form on the Trustee's website
- You do not need to wait for the email with the link. If you have the debtor's email address, go to the Trustee's website and complete the form:

<https://www.russotruster.com/debtor-email>

Debtor Email Collection Project

- Providing the debtor's email address will allow us to reach out to them with information about registering for the NDC where they can track their case in real time and, hopefully, reduce calls to your office and ours

Debtor Attorney Email Collection Project

Debtor Attorney Email Collection Project

- If you have not done so already, please use the link below to provide our office with your email address

<https://www.russotruster.com/email-registration>

Calendar Disposition List

Calendar Disposition List

- The Calendar Disposition List is located on the Trustee's website and provides information about upcoming hearings
- Confirmation hearings that are marked 'HONOR ROLL' do not require an appearance by counsel
- Use the buttons next to the matter to email us questions about that matter, let us know that the matter has been resolved, or link directly to the Adjournment Request Form on the court's website

Thank you for joining us. This slide deck will
be available at www.russotruster.com