

NOTICE REGARDING § 341 MEETINGS IN THE WESTERN DISTRICT OF WISCONSIN
& THE NORTHERN DISTRICT OF ILLINOIS – WESTERN DIVISION

EFFECTIVE 6/15/2020

In light of the recommendations of the CDC regarding the spread of the COVID-19 virus, the United States Trustee for Region 11 is requesting that all debtors and debtor attorneys in the Western District of Wisconsin and the Northern District of Illinois – Western Division appear for § 341 meetings telephonically for cases filed through October 10, 2020 (or until otherwise notified).

The call-in numbers and passwords are as follows:

Cases called in **Madison, La Crosse/Onalaska and Superior -**

- Call-in number: 866-818-1445
- Passcode: 1578204

Cases called in **Eau Claire and Wausau/Rothschild**

- Call-in number: 877-407-2188
- Passcode: 2568400

Cases called in **Northern District of Illinois – Western Division**

- Call-in number: 877-972-8394
- Passcode: 5021178

If you are appearing by phone, verification of ID and SSN can be done in **one of the two following ways**:

1. By Debtor's Attorney before or at the creditor meeting.
Attorneys may verify their client's IDs and SSN by:
 - a. inspecting their photo IDs and proof of SSN either **prior to or during the creditor meeting**;
 - b. providing a copy of these documents to the trustee by email, fax, or the trustee's software portal; and
 - c. verifying both the debtor's ID and SSN on the record by (i) identifying the documents provided by the debtor and forwarded to the trustee and (ii) representing that the photo ID bears a photo of their client.
2. After the initial meeting of creditors
Debtors may provide verification of their ID documents to the trustee **after the meeting of creditors**. Trustees will continue the meeting until the verification is provided but may conclude the meeting on the docket once the verification is provided (and all other trustee requirements have been met). Debtors may provide verification by appearing at the continued meeting **or by** completing and submitting a **Declaration form** (available on the **Madison U.S. Trustee website**) which is verified by either:
 - a. Debtor's attorney (if the debtor has one):
 - i. Debtors will need to provide their photo ID and proof of SSN to their attorney, who will provide the Declaration form;

- ii. Debtors need to complete Lines 1-4, and the attorney needs to complete Lines 5-9; and
 - iii. Either debtors or attorney may forward to the trustee the Declaration form, and attached copy of the documents examined, by email, fax or the trustee's software portal.
- b. Notary (for debtors without attorneys):
- i. Debtors download a copy of the Declaration form from the U.S. Trustee's website.
 - ii. Debtors will need to provide the Declaration form, their photo ID, proof of SSN and Bankruptcy Official Form 121 as filed (Statement about Debtor's SSN) to a notary.
 - iii. Debtors need to complete Lines 1-4, and the notary needs to complete Lines 5-9.
 - iv. Debtors are to forward to the trustee (by email, fax or U.S. Mail) the Declaration form, and attached copy of the examined documents.

The name and contact information for your individual case trustee may be found on the creditor meeting notice sent to you by the Bankruptcy Court.

If you cannot appear by phone, please contact the case trustee's office and request an adjourned § 341 meeting date. Debtors requesting an adjournment are expected to cooperate in extending 341-related deadlines. Cooperation in this context may include, but is not limited to, filing a stipulation to extend deadlines or providing notice of the continued meeting to the creditor matrix.