

## NOTICE re VIDEO - PLEASE READ

In an ongoing effort to contain the spread of COVID-19, effective immediately and until further notice, all Madison Chapter 7 § 341 Creditor Meetings will be conducted remotely via ZOOM. Debtors, counsel, creditors, and parties in interest SHOULD NOT APPEAR IN PERSON.

### To Debtors

In order for your § 341 Meeting to be conducted by Video Participation, you must do the following:

1. You and your attorney (if you have one) or a notary must fully complete the Zoom Videoconference Form ("Videoconference Form") found below. You must also provide any information, including a current email address, requested by the Trustee necessary to establish and maintain the Zoom connection. In the case of joint debtors, each debtor must sign the Videoconference Form.
2. In addition, you must attach to your returned Videoconference Form a copy of the documents stated in the Videoconference Form that you and your attorney used to verify your identification and social security number. The Videoconference Form and copies of your ID and SS documents should be transmitted to the Trustee's office as soon as possible and no later than 7 days before your scheduled § 341 Meeting. The Videoconference Form may be transmitted:
  - By your attorney using the trustee's Blue Stylus portal; or
  - By U.S.P.S. or an overnight delivery service to long as it arrives at least 7 days before the meeting; or
  - By email (if you choose to send your documents by email, you are acknowledging that this is not a secure method of transferring information).
3. As part of your Video Participation, you or your attorney (if you have one) will need to have a device with a camera and a microphone. Unless your device uses the IOS operating system (Iphones, Ipads or Apple computers), you do not need to download the Zoom app. You may download the Zoom mobile app from the App Store for free. A free account is available from Zoom.
4. Approximately 2 days before your scheduled § 341 Meeting, the Trustee's Office will send you and your attorney a link to your Zoom § 341 Meeting which you should use to join your § 341 Meeting at the scheduled time. Also, when your § 341 Meeting is conducted, you must be in a location which is free from excessive noise or disruption which would impede or interrupt your meeting of creditors or would prevent the creation of a record of the meeting. If any of these requirements are not satisfied, the Trustee may continue the meeting to a mutually convenient time for parties in attendance.
5. You must bring to the § 341 Meetings the documents used to verify your identification and social security number on the Videoconferencing Form. You may be asked to display them for the camera.

If you have any questions or concerns about appearing via videoconference, please contact your attorney (if you have one). Otherwise, please contact the Trustee's Office by using the contact information on Line 5 of the Notice of Bankruptcy Case that you received from the Bankruptcy Court.

### To Creditors

**If you are a creditor and would like to appear at the § 341 Meeting, please contact the Trustee's Office by** using the contact information on Line 5 of the Notice of Bankruptcy Case that you received from the Bankruptcy Court.

**ZOOM VIDEOCONFERENCE FORM**

Case No: \_\_\_\_\_

Debtor(s): \_\_\_\_\_

The undersigned Debtor(s) will appear via videoconference at the § 341 Meeting, scheduled for \_\_\_\_\_, 20\_\_. Debtor(s) and debtor(s)' attorney understand the limitations of videoconference technology and waive any claims or objections which may arise from conducting the § 341 Meeting by videoconference including, but not limited to, the disclosure of personally identifiable information. Debtor(s) and debtor(s)' attorney further understand that it is Debtor(s)' and/or attorney's responsibility to ensure Debtor(s) will have adequate hardware and connectivity and that Debtor(s) will be in a location appropriate to conduct an adequate § 341 Meeting free from excessive noise and disruption. In her discretion, the Trustee may require the § 341 Meeting to be rescheduled if these requirements are not satisfied.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Debtor's Signature

\_\_\_\_\_  
Joint Debtor's Signature

\_\_\_\_\_  
Attorney for Debtor(s)' Signature

\_\_\_\_\_  
Debtor(s)' Email Address

\_\_\_\_\_  
Attorney for Debtor(s)' Email Address

**Location of Debtor During the Meeting:**    With Attorney    Separate from Attorney

**VERIFICATION OF IDENTIFICATION AND SOCIAL SECURITY NUMBER**

I have reviewed the form of identification indicated below, the name on the identification matches the name on the bankruptcy petition, and I have attached a copy:

- Driver's License                      State and D.L.# \_\_\_\_\_
- State Issued ID Card                      State and # \_\_\_\_\_
- Passport                                      Country/#/ Exp. Date \_\_\_\_\_
- Military ID                                      Branch /ID# \_\_\_\_\_
- Other    Describe/ID# \_\_\_\_\_

I have reviewed the debtor's social security number on the document indicated below, the social security number matches what was reported to the court on the debtor's bankruptcy case, and I have attached a copy:

- Social Security Card \_\_\_\_\_
- W-2 Year \_\_\_\_\_
- Other (describe) \_\_\_\_\_

In accordance with 28 U.S.C. §1746, I declare under penalty of perjury that the foregoing is true and correct. DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Attorney for Debtor(s) or Notary