

Instructions

Requesting a Telephonic 341 Meeting

All telephonic meetings:

- Must be approved by the Panel or Standing Trustee assigned to the case prior to submitting the attached form to the Office of the U.S. Trustee
 - You must obtain consent from the Trustee for:
 - The telephonic meeting;
 - The date and time of the meeting;
 - The location of the meeting.
- The debtor must appear at the U.S. Trustee office closest to the debtor:
 - For Office of the U.S. Trustee locations, please access the following link:
<https://www.justice.gov/ust/us-trustee-regions-and-offices>
 - There are a few instances where this requirement may be waived. For consideration of such a request, you will need to supply evidence to support your request.
- Once consent is obtained and the form is complete, please contact Lynn Whiting, Paralegal Specialist, via email with your request;
- Contact Lynn Whiting with any questions
 - lynn.h.whiting@usdoj.gov
 - (207) 780-3564

Telephonic 341 Meeting Request Form

(completed by debtor's counsel or pro se debtor)

Date of request: _____

Trustee name: _____

Does the Trustee approve of the telephonic? YES NO (get approval)

Case number: _____

Debtor's name: _____

Debtor's Counsel's name: _____

Debtor's counsel Contact email address: _____

Debtor's counsel Contact Phone number: _____

Date of proposed telephonic: _____

Time of Proposed telephonic (please indicate time zone): _____

Location of the Debtor during the 341 meeting: _____

Is this a U.S. Trustee Office? YES NO

If NO please supply justification. _____

Provide evidence to support your request for accommodation

Who will verify the Debtor's ID? _____

Does the debtor require additional services? _____

Deaf or hearing impaired interpreter? YES NO

Language interpreter? YES NO

Any other and/or additional accommodation? _____