

From: [Gaudrault, Amy \(USTP\)](#)
To: [Gaudrault, Amy \(USTP\)](#)
Cc: [Donahue, Gary \(USTP\)](#); [Fitzgerald, John \(USTP\)](#); [Harrington, William \(USTP\)](#); [Karonis, Geraldine \(USTP\)](#); [King, Richard \(USTP\)](#); [Morrell, Stephen G. \(USTP\)](#); [Whiting, Lynn H. \(USTP\)](#)
Bcc: [Andrew Dudley; cbankowski@ch13boston.com](#); [Denise Pappalardo \(dpappalardo@ch13worc.com\)](#); [John@bhrllaw.com](#); [Lawrence Sumski \(lsumski@hotmail.com\)](#); [Aquino, John](#); [Askenaizer, Michael S.](#); [Butler, Joseph](#); [Charles Pisaturo \(charles@pisaturolaw.com\)](#); [Collins, Joseph](#); [Cruickshank, Gary W.](#); [Dahar, Victor W.](#); [Debora Casey \(dcasey9753@aol.com\)](#); [DeGiacomo, Mark G.](#); [Desmond, John O.](#); [DiOrto, Joseph M.](#); [Edmond J. Ford](#); [Geremia, Lisa](#); [Goldsmith, Jonathan R.](#); [Gordon, Olga L.](#); [Grossman, Stewart F.](#); [Houghton, Jack E., Jr.](#); [Hull, Nathaniel R.](#); [jbaldiga@mirickoconnell.com](#); [Lassman, Donald R.](#); [Madoff, David B.](#); [Manhart, Anthony](#); [Marsh, Janice G.](#); [Murphy, Harold B.](#); [Nickless, David M.](#); [Notinger, Steven](#); [Ostrander, David W.](#); [Perrino, Pasquale](#); [Piamplano, Jeffrey](#); [Riley, Lynne E.](#); [Stacy B. Ferrara \(sferrara@ndgrb.com\)](#); [Timothy P. Smith \(tpatsmith@aol.com\)](#); [Warren Agin \(agin@analyticlaw.com\)](#); [Weiner, Gary M.](#); [Weiss, Steven](#); [White, Anne J.](#)
Subject: New 341 Procedures
Date: Tuesday, December 19, 2017 4:43:00 PM

This e-mail is sent on behalf of William Harrington

Dear Trustees:

As you are aware, the United States Trustee Program (the “Program”) over the last several years in an effort to enhance efficiency and transparency has embarked on an effort to regionalize and consolidate certain internal administrative functions. To that end, the Program is implementing new regionalized procedures related to all 341 meeting administrative functions, including, but not limited to, the scheduling of 341 meetings, the collection and processing of 341 flashcards, the collection and processing of LEP, Pro Se Debtor, and Notice to United States Trustee of Debtor Identity Problem forms and the processing of requests for CDs of 341 meetings (the “New 341 Procedures”). I write to advise you of the New 341 Procedures as these procedures will alter how each of you interacts with our office.

The New 341 Procedures will go into effect on January 16, 2018.

Lynn Whiting, a paralegal in our Portland office, will be spearheading this effort on behalf of the Program. Lynn, an experienced paralegal who has been handling all of these duties for the Chapter 7 panel in the District of Maine for many years, will now be handling such functions on a regional basis. Many of you may already know Lynn as she has been processing and handling on a regional basis all of your LEP forms. Steve Morrell, the Assistant United States Trustee in our Portland office, will be supervising this effort and will be available to handle any questions or problems that arise during the transition process.

The New 341 Procedures will become effective as of January 16, 2018 and encompass the following:

Processing of Materials Related to 341 Meetings

- Prior to the scheduled 341 meeting, Lynn will mail each trustee a pre-labeled FedEx package along with three formatted flashcards and protective cases labeled for each trustee. You may continue to use your existing flashcards until you receive the new flashcards and any existing flashcards will be returned to you.
- At the conclusion of the 341 meeting, the trustee will place the flashcard (enclosed in the protective case provided) in the pre-labeled FedEx package also previously provided by Lynn.
- The FedEx package must be posted within 24 hours of the completion of the meeting.
- The FedEx package should also include copies of the annotated meeting log, and any LEP, Pro Se Debtor, and Notice to United States Trustee of Debtor Identity Problem forms prepared in connection with the 341 meeting;
- Once received, the information contained on the flashcard will be saved to our system and the data on the flashcard will be erased. The flashcard along with a pre-labeled FedEx package for ease of mailing will then be returned to the trustee.
- Requests for 341 meeting recordings should be directed to Lynn.

- As noted above, these new procedures apply to meetings held on or after January 16, 2018.

[Please note that we anticipate making some minor alterations to the new procedures during the first quarter of 2018, wherein we will replace the process of sending the flashcards back and forth via Fed Ex with an on-line file sharing system. Prior to making this change, we will provide additional information and training.]

Scheduling of 341 Meetings – Going Forward

- Starting on January 16, 2018, the scheduling of all new 341 meetings will also be conducted on a regional basis. Lynn will serve as the U.S. Trustee contact for coordinating the scheduling of any new meetings and will work with the clerk's office in each District in Region 1 to schedule future meetings (i.e. those not already scheduled).
- **Currently scheduled 341 meetings will not be impacted by the New 341 Procedures.**
- All requests for information or modifications to the schedule made to your local field office will be directed to Lynn.
- Starting January 16, 2018, any changes to the existing 341 meeting schedule will be handled on a regional basis. Lynn will serve as the U.S. Trustee contact for coordinating any request to modify or change a 341 meeting date. All requests made to your local field office will be directed to Lynn.
- Starting January 16, 2018, all requests for telephonic 341 meetings will be handled on a regional basis. Lynn will serve as the U.S. Trustee contact for coordinating any request for telephonic meetings. All requests made to your local field office will be directed to Lynn.

Three important Procedures are not changing.

- Requests for a substitute to conduct 341 meetings must be in writing and in advance to your local AUST.
- Referrals for misconduct by debtors or lawyers should continue to be made to your local AUST.
- Weather related cancellations of meetings will continue to be dealt with by the local AUST.

Please direct any questions to Lynn (lynn.h.whiting@usdoj.gov) and Steve (stephen.g.morrell@usdoj.gov). They work out of the Portland, Maine office [537 Congress Street, Suite 300, Portland, ME 04101; (207) 780-3564].

Thank you for your cooperation.

Bill