



U.S. Department of Justice

*United States Trustee
Southern District of California*

880 Front Street, Suite 3230
San Diego, CA 92101

619-557-5013

Website address: www.usdoj.gov/ust/r15

Procedure to Request Recording of Section 341(a) Meeting of Creditors

Reproductions of Section 341(a) Meeting of Creditors recordings are provided by the Office of the United States Trustee.

To request a recording of a Section 341(a) Meeting of Creditors:

- Thoroughly complete the Section 341(a) Meeting of Creditors Audio Recording Request.
- Submit the completed Section 341(a) Meeting of Creditors Audio Recording Request with:
 - Blank **FACTORY SEALED** CD-R disc and
 - Prepaid and preaddressed envelope to return the CD-R disc.
- Mail or hand deliver items to:

**Office Of The United States Trustee
880 Front Street, Suite 3230
San Diego, CA 92101**

Processing takes approximately (7) business days.

Please note:

- All requests must be submitted to the United States Trustee's office by mail or in person.
- Requests submitted by email or facsimile will not be processed.
- Failure to provide accurate and complete information may result in a delay in processing requests.
- This is **NOT** a transcription service. This service **only** provides reproductions of Section 341 Meetings recordings.