

## NOTICE REGARDING §341 MEETINGS

### PROCEDURES FOR CASES ASSIGNED TO DAVID Wm. RUSKIN ONLY EFFECTIVE IMMEDIATELY

#### NOTICE OF TELEPHONIC §341 MEETINGS (Updated September 1, 2022)

In light of the recommendations of the CDC regarding the spread of the COVID-19 virus the Office of David Wm. Ruskin, Chapter 13 Standing Trustee, is requesting that all parties and their counsel appear for §341 meetings telephonically.

We will be conducting the meetings at the time originally scheduled (for example, cases noticed for 12:00 will be heard starting at 12:00). The debtor orientation sessions will be suspended until further notice but can be found on our website at: [www.det13.com](http://www.det13.com). In the search box enter “Debtor Orientation”. Please encourage debtors to view this orientation. Debtors will continue to be sworn in for testimony and the meetings will continue to be recorded.

Debtor attorneys should complete and return to the Trustee a “Stay in Touch” form **for each debtor** no later than 24 hours prior to the scheduled meeting. The Stay in Touch form is available [HERE](#) or can be found on our website at: [www.det13.com](http://www.det13.com) | Attorneys | Forms | Miscellaneous | Stay In Touch Form.

We ask debtor attorneys to verify both photo ID and the debtor’s social security number (social security verification should be made from the Notice of Commencement sent from The Bankruptcy Noticing Center). Debtor attorneys must also have a copy of the Petition, Schedules and Chapter 13 Plan available for the debtor to review, as it relates to their testimony.

Approximately one week before the scheduled meeting, we will publish a list designating room assignments for each case. This list will be posted on our website at: [www.det13.com](http://www.det13.com) and distributed using the DET13 E-mail list ([detbklist@groups.io](mailto:detbklist@groups.io)). For enrollment information to the DET13 Listserv [CLICK HERE](#).

All debtors, creditors and their representatives who wish to participate in these meetings should call the following phone number and place their phone on mute until their case is called.

- **For cases assigned to Room A – Call 866-616-1981, Access Code 1360909#**
- **For cases assigned to Room C – Call 866-857-9714, Access Code 5816607#**

It is the obligation of each person desiring to participate in the §341 meeting to call into the conference line. **THE CHAPTER 13 TRUSTEE WILL NOT BE INITIATING ANY CALLS FOR §341 MEETINGS.**