

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE
DAVID WM. RUSKIN – TRUSTEE
administering bankruptcy cases in the
EASTERN DISTRICT OF MICHIGAN – DETROIT

NOTICE RE: NEW ZOOM 341 PROCEDURES FOR RUSKIN-ASSIGNED CASES

The United States Trustee has initiated a new process for conducting 341 Meeting of Creditors. The UST tested the program in other districts and is now rolling out this mandated system to the rest of the country. The Eastern District of Michigan is scheduled to use this new Zoom process for cases assigned to our office starting Wednesday, October 4. Please note this notice only applies to cases where the trustee is David Ruskin.

Here are a few things to note about the process:

- All of our 341's on October 4 and thereafter will be conducted via Zoom.
 - The UST directive does allow for some exceptions. Please consult with the UST for further information.
 - The Court noticed out some cases with Zoom links, others as “see Trustee’s website”.
 - The **Zoom** link is available at our website, www.det13.com.
- The Zoom process is different than what you have become accustomed to with the offices of Tammy Terry and Krispen Carroll.
 - There are no links that take you to the individual meeting rooms.
 - The meeting link will take you to a “Waiting Room”.
 - You will be admitted to a General Room when we are ready to begin each hour’s docket.
 - From there you can join a “Breakout Room” (Room 1, Room 2 and Room 3).
- We will continue to post our 341 calendars to our website and to the DET-BK email list no later than the Friday before the date of the 341.
 - We encourage you to share this information with your clients in advance of the 341.
 - Please ask your clients to enter their case number as their “name” when they enter the meeting on Zoom. It identifies them without revealing personal information.
 - Otherwise, we might have to figure out who “Mom’s iPhone” belongs to!
 - We also ask that attorneys put their names in the Name field of Zoom to assist with identification.
 - Creditors: Please add “creditor” to your Zoom name if there is room.
- You will still need to submit the same documents to us **14 days** in advance as you always have done.
 - There is a new requirement to submit proof of the debtor’s Social Security Number and government issued photo ID **14 days** in advance of the 341.
 - We have a document type at BK Docs called “341 Proof of ID” for these documents.
 - We are required to verify the debtor’s identity with their government issued photo ID and the person on the Zoom call. Please make sure the copy of the photo ID clearly shows their face.
 - Poor quality copies will result in adjournments.
 - Please submit all of these “identification” documents on one page, even for a jointly filed case.
 - Make sure that your clients are clearly visible on camera during the duration of their meeting.

THANK YOU FOR YOUR PATIENCE. PLEASE REVIEW THIS WITH ALL STAFF INVOLVED IN 341s!