

**Kathy A. Dockery
Chapter 13 Trustee**

**REMOTE 341(a) MEETING OF CREDITORS
INSTRUCTION PACKAGE**

- **Remote 341(a) Meeting Checklist for Attorneys**
- **341(a) Zoom Meeting Instructions**
- **Approved Bankruptcy Payment Options**
- **Documents to be Completed, Signed and Emailed to the Chapter 13 Trustee:**
 - ✓ **Attorney Authorization Letter**
 - ✓ **Debtor Questionnaire**
 - ✓ **Domestic Support Obligation Form**
 - ✓ **Third Party Authorization**

Kathy A. Dockery
Chapter 13 Trustee
Remote 341(a) Meeting Checklist for Attorneys

1.	Forward the Chapter 13 Trustee's Pre-Confirmation documents to the Debtor for their signature. <ul style="list-style-type: none">• Attorney Authorization Letter• Debtor Questionnaire• Domestic Support Obligation Information Sheet• Third Party Authorization Form
2.	Collect evidence of the Debtor's Bankruptcy Plan Payments.
3.	Email the following documents to the Chapter 13 Trustee at 341@latrustee.com : <ul style="list-style-type: none">• Pre-Confirmation Documents• Evidence of the Debtor's Bankruptcy Payments• Picture of the Debtor's Social Security Card• Picture of the Debtor's Driver's License
4.	Advise your client to download the ZOOM application.
5.	Email the 341(a) Zoom Meeting Link or 341(a) Zoom Meeting ID to your client.
6.	Schedule a Zoom session with your client so that they understand how Zoom works. <i>Go over the 341(a) Zoom Meeting Videoconference Instructions from the Chapter 13 Trustee.</i>
7.	Go over the Zoom instructions with your Client.
8.	Go over the Video Conferencing Protocol with your Client. <i>Be sure to emphasize that the Debtor must sign in with the name that is on their Voluntary Petition.</i>
9.	Advise your Debtor to check into their Zoom Meeting 10 minutes before their scheduled time.

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Chapter 13 Trustee

341(a) Zoom Meeting Videoconference Instructions

THE 341(a) ZOOM MEETING LINK OR MEETING ID MUST BE EMAILED
TO THE DEBTOR BY THE ATTORNEY



The following devices are acceptable for the 341(a) Zoom Meeting
SMART PHONES

LAPTOPS

TABLETS

PARTICIPATION BY VIDEO AND AUDIO IS REQUIRED

Three Days Before Your 341(a) Meeting of Creditors

- | | |
|---|---|
| 1 | Download the Zoom Application to any of the devices listed above. |
| 2 | Schedule a Zoom Session with your Attorney to test Zoom. |
| 3 | Get the 341(a) Zoom Meeting Link Email from your Attorney |

Day of your 341(a) Meeting of Creditors

- | | |
|---|--|
| 1 | Ten minutes before your Meeting time, hit the Zoom icon on your Smart Phone. |
| 2 | Click on the Zoom Meeting Link or Enter the Zoom Meeting ID provided in the Zoom Meeting Email from your attorney. |
| 3 | In the space below "JOIN WITH A PERSONAL LINK NAME", type in your name as it appears in your bankruptcy case. THIS IS IMPORTANT. |
| 4 | Hit the "Join" button and the host will let you into the Meeting. |
| 5 | Hit the "Call Using Internet Audio" button when it appears. |
| 6 | Tap the bottom of your Smart Phone. Hit the RED "Start Video" icon that appears. Now you're all set. |
| 7 | <u>The Waiting Room</u> – At this point you will be placed in a virtual "waiting room". You will see a message from the Chapter 13 Trustee. You must wait until the Trustee brings you into the meeting.

***Please keep in mind that you may not be heard at our exact Meeting time, but you are instructed to wait until you are called, otherwise you will be considered "failure to appear". |

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Chapter 13 Trustee**

Evidence of the Debtor's Bankruptcy Payments must be emailed to the Chapter 13 Trustee prior to the 341(a) Meeting of Creditors.

APPROVED BANKRUPTCY PAYMENT OPTIONS		
Pay Online - TFS	Pay at TFS-MoneyGram	Pay by Cashier's Check/ Money Order
tfsbillpay.com (888)729-2413	tfsbillpay.com (888)739-2749	Write <u>Name</u> and <u>Case Number</u> on Payment and Mail to: Payee: Chapter 13 Trustee P.O. Box 691 Memphis, TN 38101-0691
Payment Evidence Copy of TFS Transaction Status	Payment Evidence Copy of TFS Transaction Status	Payment Evidence Copy of Payment/Proof of Mailing

**Kathy A. Dockery
Chapter 13 Trustee**

**The following documents must be completed
by the Attorney and the Debtor**

1. **Attorney Authorization Letter** – this document will authorize the Trustee to obtain your client’s email address for the limited purposes described in the letter;
2. **Debtor Questionnaire** – this is the standard questionnaire that has been previously filled out by your clients at the 341(a) Room;
3. **DSO Information Sheet** – this form should be filled out if your client has been ordered by a family law court to pay child support or spousal support. This form permits the Trustee to discharge her duties under Section 1302(d)(1) which requires the Trustee to notify the DSO Claimholder of the information set forth in the section. This is the same form that was previously filled out at the 341(a) Room;
4. **Third Party Authorization Form** – this form permits the Trustee to contact your client’s creditor to obtain further information about the claim for disbursement purposes, if needed. Once again, this is the same form that was previously filled out at the 341(a) Room.

Please complete and email the forms to 341@latrustee.com at least two days prior to the Meeting of Creditors.

If the documents are not completed prior to the Meeting, the Trustee has included a default objection in her standard objection form to remind you to upload these documents to TRU prior to the confirmation hearing.

**ATTORNEY AUTHORIZATION LETTER
FOR LIMITED EMAIL COMMUNICATIONS WITH THE DEBTOR(S)**

I, the Attorney of record for the Debtor(s), hereby consents to the following direct email communications, from the Office of the Chapter 13 Trustee Kathy A. Dockery to the Debtor. The emails will be sent for the following limited purposes:

1. The Debtor's email address will be forwarded to the National Data Center for the purpose of an invitation to permit the Debtor to access case information directly from the National Data Center website;
2. The Debtor's email address will be forwarded to TFSBillpay for the purpose of an invitation to register for electronic payments;
3. The Debtor's email address will be used for service of all Trustee's motions and other Trustee generated documents. The email will be sent in a "No Reply" format and each email will also provide a note that the same email and document has been sent to the attorney of record.
4. The Debtor's email address will be used for email alerts regarding the status of the case prior to and after confirmation of the plan. The email will be sent in a "No Reply" format and each email will also provide a note that the same email has been sent to the attorney of record.

Case Number: _____

Debtor Name (please print): _____

Debtor Email Address _____

Debtor Cell Phone _____

Co-Debtor Name (please print) _____

Co-Debtor Email Address _____

Co-Debtor Cell Phone _____

Attorney of Record (Name of Attorney)

Date: _____

Debtor Questionnaire

Personal and Contact Information Required					
Case Number					
Debtor Name		Date of Birth		AGE	
Co-Debtor Name		Date of Birth		AGE	
Non-Filing Spouse Name		Date of Birth		AGE	
	Debtor Contact Information		Spouse Contact Information		
Home Telephone No.					
Cell Phone					
Work Telephone No.					
E-Mail Address					
Required Questions					
1.	Did you give away any assets, including, but not limited to, money, car, real estate or business to a family member or friend within the last 12 months?			Yes	No
2.	Did you co-sign on any loans, such as a car loan, student loan or credit card?			Yes	No
3.	Are you suing anyone?			Yes	No
4.	Do you have a pending loan modification application with your mortgage lender or do you plan to submit a loan modification application to your mortgage lender within the next 12 months?			Yes	No
5.	Have you used any other Social Security Number?			Yes	No
6.	Do you owe money to a Family Member?			Yes	No
7..	I Owe or Pay <u>Court Ordered</u> Domestic Support (Child or Spousal Support) If YES, I have completed and submitted the mandatory Domestic Support Contact Form to Trustee. <input type="checkbox"/>			Yes	No

I (We) declare, under penalty of perjury under the laws of the State of California that the information provided in this Debtor Questionnaire is true and correct and executed in the County of Los Angeles, California.

Date
Signature of Debtor
Date
Signature of Co-Debtor

DEBTOR NAME: _____ **CASE NO.** _____

**Kathy A. Dockery
Chapter 13 Trustee**

700 S. Flower Street, Suite 1950
Los Angeles, CA 90017

Telephone (213)996-4400 ■ FAX (213) 996-4426

Domestic Support Obligations (DSO) – Claim Holder Information

Pursuant to 11 U.S.C. §§101(14)A and 1302(b)(6), the name(s), address(es) and telephone number(s) of the holder(s) of any domestic support obligation are as follows:

Claim Holder Name	
Address	
Telephone Number	
Case Number	
County where DSO is collected	
<i>Debtor is required to pay all post-petition domestic support obligations directly to the holder of the claim.</i>	
The debtor is required to provide written notification to the trustee of any change in the debtor's address or the debtor's employer within 10 days of said change. The notification will include the name, address and telephone number of the new address or employer, as appropriate. If the debtor becomes obligated to pay a Domestic Support Obligation after confirmation of the plan, the debtor shall inform the trustee in writing of the new Domestic Support Obligation and provide all information to the trustee as set forth in 11 U.S.C. §1302(d)(1) within 10 days after the first payment under the Domestic Support Obligation is due. Failure to do so may result in dismissal of the case or denial of discharge in the case.	

Claim Holder Name	
Address	
Telephone Number	
Case Number	
County where DSO is collected	
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THIRD PARTY AUTHORIZATION

I/We, Debtor Name and Co-Debtor Name (hereinafter "borrowers") authorize any debt servicer, lender, loan servicer, or account representative of my debts, loans, or credit accounts and any transferee or assignee thereof, to release information, including payment records, and communicate about my account with:

**Kathy A. Dockery, Chapter 13 Trustee and the agents, employees, staff,
or legal representatives of Kathy A. Dockery**

**801 S. Figueroa St., Suite 1850
Los Angeles, CA 90017
Phone: 213-996-4400
Fax: 213-996-4426**

This authorization is valid as long as the Chapter 13 case is pending or until written revocation is given by me and received by the debt servicer, lender, loan servicer or account representative.

Debtor Name

Date Of Birth

___/___/___

Signature of borrower/debtor

Co-Debtor Name

Date Of Birth

___/___/___

Signature of borrower/debtor

Bankruptcy Case Number:

Borrowers'/Debtors' Address

City, State Zip