

PLEASE READ CAREFULLY. CONTAINS NEW INSTRUCTIONS AND INFORMATION FOR UPCOMING 341 MEETING TO BE CONDUCTED BY ZOOM

Dear Counsel or Pro Se Debtor:

You are receiving this email or letter because you are scheduled for a 341 meeting on _____. I am part of a pilot program to conduct 341 meetings over Zoom, including your meeting. You will receive a separate email from me with a Zoom invitation containing the Zoom link 2-3 days prior to the meeting.

ABOUT ZOOM

The Zoom invitation will provide information about how to access the meeting using one of two options: link or call-in number and access code. You can familiarize yourself with Zoom at <https://zoom.us/>. Unless your device uses the IOS operating system (Iphone, Ipad or Apple computer) you do not need to download the Zoom app. If you are using an IOS operating system you can download the Zoom mobile app from the App Store for free. A free account is available over Zoom

IF YOU ARE AN ATTORNEY REPRESENTING A DEBTOR:

1. At least 7 days prior to your meeting date, I must **receive** a completed Zoom Registration Form either by U.S. mail, overnight courier or email. A copy of the Zoom Registration Form is attached. You are responsible for providing the Zoom link to your client.
2. **Only if** your client is appearing by phone rather than video **and** the attorney has **not** been able to verify the debtor's identification during the 341 meeting, a Verification of Identification and Social Security Number Form ("Verification Form"), which is found at the bottom of the Zoom Registration Form, must be provided to me 7 days prior to the meeting, along with copies of their ID and social security card. If you can verify your client's signature, identity and Social Security number, it is not necessary to provide the Verification Form.

IF YOU ARE REPRESENTING YOURSELF (PRO SE DEBTOR):

1. **If you will be using Zoom Videoconferencing**, you must return the Zoom Registration Form to me. You can leave those portions of the form referring to an Attorney for the Debtor blank, but you must otherwise fill out, sign and date the form.
2. **If you are representing yourself and are only able to appear by phone**, you will need to complete, sign and notarize the Verification of Identification and Social Security Number which is found at the bottom of the Zoom Registration Form, which must be provided to me 7 days prior to the meeting, along with copies of your ID and social security card. If this information is not received prior to the meeting, the case will be continued.

INSTRUCTIONS FOR ALL ATTORNEY AND PRO SE DEBTORS:

1. When you arrive for your meeting you will be placed in the virtual Waiting Room. If I am running behind schedule, which sometimes happens, I will try to communicate with the Waiting Room about where I am on the calendar.

2. When asked for the participant number or name, please use your name or the case number for identification so I can invite you to the meeting from the virtual Waiting Room when your case is called.
3. All Debtors who are videoconferencing must show their photo identification and original Social Security card or W-2 form at the meeting or the case will be continued.
4. All Debtors are still required to provide 60 days of pay advises and tax returns to me 7 days prior to the meeting.

If you have any questions regarding the 341 meeting, please contact my assistant, Akyva Bell-Powell, at abell-powell@cranesimon.com.