

## **JENNIFER K. CRUSETURNER, CHAPTER 13 STANDING TRUSTEE**

### **INSTRUCTIONS FOR ATTENDANCE AT §341 FIRST MEETING OF CREDITORS**

Trustee Jennifer K. Cruseturner conducts all §341 Meetings of Creditors (the "Meeting") virtually using Zoom. **Parties should navigate to [www.zoom.us](http://www.zoom.us), click "JOIN," and enter the Meeting ID 286 190 3924 and Passcode 4264647391.** For additional meeting information, go to <https://www.justice.gov/ust/moc>. The same Zoom Meeting ID and Passcode, as well as the date of the Meeting, are listed on the Notice of Chapter 13 Bankruptcy Case (Official Form 309i).

On the morning of the scheduled Meeting, the Trustee's office will email to counsel for debtors the time of their Zoom Meeting(s). Debtors are kindly requested to contact their bankruptcy attorney to confirm the time of their Meeting. Debtors and their attorneys must appear at the Meeting via Zoom with active video and audio. Counsel for debtors is responsible for ensuring that their clients have Zoom access/capabilities in order to fully participate in the Meeting. **The Trustee's office does not email information to debtors that are represented by counsel.** The Trustee's office requests that counsel for debtors confer with their clients prior to the Meeting date to ensure that debtors understand the procedure and have appropriate access and technology in place to efficiently and effectively conduct the Meeting in a timely manner.

Creditors who are interested in participating in the Meeting are asked to contact the Trustee's office via email at [creditor341@ch13memphis.com](mailto:creditor341@ch13memphis.com) at least seven days in advance of the Meeting. Please include the relevant case number(s) with your request to attend the meeting. This email is only to be used by creditors who are interested in participating in the §341 meeting.

### **PRO SE/SELF REPRESENTED DEBTOR:**

#### **INSTRUCTIONS FOR ATTENDANCE AT §341 FIRST MEETING OF CREDITORS**

Self-represented (pro se) debtors should reference the date of their Meeting of Creditors in Section 7 of their Notice of Chapter 13 Bankruptcy Case (Official Form 309i). **As soon as possible after the petition is filed, pro se debtors shall contact the Trustee's office to provide a current and valid phone number and email address.** Pro se debtors must appear at the Meeting via Zoom with active video and audio. The Trustee's office will email to pro se debtors the time of their Meeting. **Pro se debtors are set with Group 2 and should contact the Group 2 paralegal listed below.**

At least seven days prior to the scheduled Meeting, pro se debtors must submit the following documentation to the Trustee via email at [debtorid2@ch13memphis.com](mailto:debtorid2@ch13memphis.com): (1) state or federally issued photo identification, such as a drivers' license or passport, for each debtor; (2) documentation reflecting the full social security number of the debtor(s); (3) last filed federal tax return for the debtor(s); and (4) a paystub dated within 60 days of filing of the petition for each debtor. The documents must be in PDF format.

#### **FOR QUESTIONS REGARDING 341 MEETING OF CREDITORS, PLEASE CONTACT:**

Hope Elliott, Paralegal	901-821-2400, <a href="mailto:hope.elliott@ch13memphis.com">hope.elliott@ch13memphis.com</a> (Group 1)
Jacqueline Madison-Wolfe, Paralegal	901-821-2400, <a href="mailto:jacqueline.madison@ch13memphis.com">jacqueline.madison@ch13memphis.com</a> (Group 2)

### **INSTRUCTIONS FOR CHAPTER 13 PLAN CONFIRMATION HEARINGS**

Debtors represented by counsel are asked to contact their bankruptcy attorney for the status of confirmation of their Chapter 13 Plan. **Pro se debtors should contact the Trustee's office using the contact information provided below for the status of confirmation of their Chapter 13 Plan.**

For cases assigned to Judge Hagan, announcements for 9:00am and 10:00am matters should be submitted to the Trustee at least 24 hours in advance of the scheduled hearing. For cases assigned to Judge Barnett, announcements for 10:00am Tuesday matters should be submitted to the Trustee by noon on the Thursday preceding the scheduled hearing. Announcements should be submitted via email to [announcements@ch13memphis.com](mailto:announcements@ch13memphis.com). This email address is to be used only by attorneys.

#### **FOR QUESTIONS REGARDING CONFIRMATION MATTERS, PLEASE CONTACT:**

Cherie Smith, Paralegal	901-818-5813, <a href="mailto:cherie.smith@ch13memphis.com">cherie.smith@ch13memphis.com</a>
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