

Soneet R. Kapila, Trustee

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NEW PROCEDURES FOR FIRST MEETING OF CREDITORS

Effective immediately, all First Meeting of Creditors will be conducted telephonically. This notice will dictate the procedures which must be utilized by all parties involved in the process.

WE ARE ALL IN THIS TOGETHER AND THE COOPERATION OF ATTORNEYS AND DEBTORS WILL GO A LONG WAY TO MAKE THIS PAINLESS FOR ALL OF US.

The **§341 Meeting Notice** will no longer have a street address for place of meeting. It will now include a **phone number and participant number** which will be used for each call-in 341 meeting. The phone number and participant numbers are different for each Trustee so **PLEASE DO NOT LOSE THE NOTICE** and make sure your client(s) **DOES NOT LOSE THE NUMBER**.

A Photo Identification and Social Security Number verification **MUST be submitted to my office with the other requested documents through the document upload portal AT LEAST 7 BUSINESS DAYS IN ADVANCE OF THE SCHEDULED 341 MEETING**. Without them the meeting cannot take place. It will be continued to another date.

The 341 Notice will also give a **SPECIFIC TIME** for each 341 meeting, Example: April 20, 2020 at 9:10 AM. **The specific time is for THAT CASE ONLY! YOU MUST CALL IN AT THE SPECIFIC TIME**. ONLY the attorney and the Debtor(s) should be on the call. Family members, friends or additional staff should NOT be on a separate phone using the call-in numbers. The extra participation slots are for creditors and/or the U. S. Trustee.

You **CANNOT call in early** because your client might be nervous and want to listen in. **PLEASE BE ON TIME**. In order for this to work efficiently, everyone needs to do their part to follow the new procedures. If you or your client are not prepared to go forward at your designated time, the case will be rescheduled.

It is NOT necessary that the Debtor be in your office for the call. Debtor(s) can call from their location and you can call in from yours.

Since you will not have the opportunity to greet and speak with your client at the 341 Room, **PLEASE be sure your clients are prepared for their meeting in advance of the call**. Be sure they have read and are familiar with the U. S. Trustee Guidelines as they must affirmatively answer that question as part of their 341 meeting.

IF YOU FAIL TO SUBMIT THE REQUESTED DOCUMENTS IN A TIMELY MANNER, THE 341 MEETING CANNOT TAKE PLACE. IT WILL BE RESCHEDULED.

****INTERPRETER:** To assist with the efficient handling of telephone 341 meetings, please advise me via email (trustee@kapilaco.com) at LEAST 7 BUSINESS DAYS IN ADVANCE OF THE MEETING if your client will need an interpreter.

ONLY EMAILS TO TRUSTEE KAPILA (trustee@kapilaco.com) WILL BE ANSWERED.
Please no phone calls.