

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.

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. **PLEASE DO NOT LOSE THE NOTICE.**

A Photo Identification and Social Security Number verification **MUST be submitted to my office with the other requested documents via email (trustee@kapilaco.com) AT LEAST BUSINESS 7 DAYS IN ADVANCE OF THE SCHEDULED 341 MEETING.** Without them your meeting cannot take place. It will be rescheduled.

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 YOUR CASE ONLY! YOU MUST CALL IN AT THE SPECIFIC TIME.** Family members, friends, or other parties are not permitted to be on the call with you.

You may not dial in early. You may not call in late. PLEASE BE ON TIME! If you fail to call in at your exact designated time, your meeting will either be rescheduled or dismissed.

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

****INTERPRETER:** Please advise me via email (trustee@kapilaco.com) at LEAST 7 BUSINESS DAYS IN ADVANCE OF THE MEETING if you will need an interpreter.

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