

OFFICE OF THE CHAPTER 13 TRUSTEE
WESTERN DISTRICT OF MISSOURI

Richard V. Fink, Trustee

WDMO Bankruptcy Bar:

I am sending out this message to WDMO Chapter 13 practitioners to give you information regarding upcoming 341 telephonic meetings.

- 341 Identification – We have created a new folder for you to use when you upload the identification on our secure ftp server. The new folder is entitled “341 ID Docs”. Please use this folder when you upload your client’s valid ID and proof of social security number. Please provide those documents at least two business days prior to the meeting to ensure that we not only can conduct the meeting, but also so that we can conclude the meeting.
- Trustee information provided at 341 meetings – Attached to this email is a letter for you to forward to your clients. This letter will hopefully cover most of the information that is given during the normal 341 meeting speech, as well as information on how to get to the debtor handbook online and to access ndc.org and to set up electronic payments through ePay and TFS.
- Interpretation services – Please send an email to all three of my attorneys (Dana Estes danae@wdmo13.com, Holly Malone Zukaitis hollym@wdmo13.com, Sarah Tidrick sarahm@wdmo13.com) at least two business days prior to the 341 meeting if your client will need an interpreter for their 341 meeting.
- Instructions for call in – The meeting notices will give you information on how to call in. Please mute your phone until one of your cases is called and remind your clients to do the same. **Please enter your appearance for each case on the docket.** This is different than the in-person 341 meetings where usually my attorney enters your appearance for you and does it only for your first case. Please speak loudly and remind your clients to do the same.

This will be a learning experience for all of us so thank you in advance for your patience while we work through how to do 341 meetings telephonically.