



U.S. Department of Justice

United States Trustee,
Region 15
*Districts of Hawaii, Guam and
the Northern Mariana Islands*

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Temporary Procedures for Conducting Zoom Video or Telephonic Meetings of Creditors Under Section 341(a) in the District of Hawaii May 19, 2021

This notice provides procedures for meetings of creditors in the District of Hawaii which are being conducted remotely due to the COVID-19 virus until further notice.

Starting on **July 20, 2021**, meetings of creditors in **Chapter 7 cases** will be conducted by Zoom. Starting on **August 6, 2021**, meetings of creditors in **Chapter 13 cases** will be conducted by Zoom. Until this transition, trustees will continue to conduct meetings of creditors by telephone conference. Please check the Notice of Bankruptcy Case for the procedures that will be used in a particular case.

Debtors should have their bankruptcy documents available in the event there are questions about the information in the documents.

Procedures For Meetings of Creditors By Zoom.

1. To participate by video, you will need a device (computer, laptop, tablet, smart phone) with a microphone and camera. If you do not have a device with a camera, you may join the meeting by audio only using a smart phone or landline.

2. Zoom Video preferred. To join the meeting by video, go to **Zoom.us**, click on "JOIN A MEETING" (you may be required to download and run Zoom to enable the connection) and enter the Meeting ID and Passcode when prompted. Meeting ID and Passcode will be in section 7 on the second page of the Notice of

Bankruptcy Case. If you have questions about connecting, there are online tutorials available – search for “Joining a Zoom meeting”.

3. When prompted to enter your name, enter your first and last name so you may be identified properly during the meeting.

4. Audio only connection. If you do not have a device with a camera, you may join the meeting by audio only by calling the phone number in section 7 on the second page of the Notice of Bankruptcy Case. Enter the Meeting ID and Passcode when prompted.

5. Join the meeting at least 10 minutes before the scheduled start time. The trustee may conduct periodic “roll calls” to confirm the participants (debtors, attorneys, and creditors). You will be placed in a virtual “Waiting Room” until your case is called. As more than one case will be scheduled for a time slot, please be patient and listen for the case you are participating in. The Trustee will admit you to the Meeting room at the appropriate time. Check your audio and video connections while you are waiting.

6. Make sure you are connecting from a quiet area where there is as little background noise as possible. Your connection should be muted until your case is called.

7. When your meeting is finished, you may leave the Meeting room.

8. The Meeting will be recorded by the trustee or United States Trustee. Any other recordings are prohibited.

9. Save the Meeting notice - If the Meeting is continued to a future date, you will connect using the same connection information.

Procedures For Meetings of Creditors By Telephone Conference.

1. You may use a landline phone or a cell phone to participate. Use of a landline phone is preferable. If possible, avoid use of a speaker phone.

2. Make the call from a quiet area where background noise is minimal.

3. Call the toll-free number shown in section 7 on the second page of the Notice of Bankruptcy Case. You will be prompted to enter a passcode followed by

the # sign. (The passcode is also located in section 7 of the Notice of Bankruptcy Case.)

4. IMPORTANT: Place the phone on mute until the trustee calls your case.

5. As more than one case will be scheduled for a time slot, please be patient and listen for the case you are participating in. When your case is called, unmute your phone and identify yourself. When speaking during your case, identify yourself.

6. Do not put the phone on hold at any time after the call is connected.

7. If any party is attending the meeting from the same location as another party, use separate phones to participate, if possible.

8. Once the meeting is finished, hang up.

9. The Meeting will be recorded by the trustee or United States Trustee. Any other recordings are prohibited.

10. Save the Meeting notice - If the Meeting is continued to a future date, you will connect using the same connection information.

Providing Documents to Confirm ID and Social Security Number:

1. Trustees are temporarily authorized to confirm debtors' identification and social security number by viewing scanned documents ("Identification Documents").

2. Debtors should provide the trustee with Identification Documents at least seven days prior to the meeting at the same time and through the same means as providing trustees with tax returns and pay advices. If possible, please provide these documents via the Court's eDocs system.

Administering the Oath and Verifying Debtor Identification Documents:

1. Trustees shall continue to administer the oath to debtors at the meetings of creditors. Trustees will ask each debtor to expressly testify that he or

she is the individual whose name and address appears on the voluntary bankruptcy petition as the debtor.

2. Attorneys representing debtors should review Identification Documents in person, by video, or by some other means prior to the meeting of creditors. After the oath has been administered, the trustee will ask the debtors' attorneys to confirm that they have personally verified the debtors' identities and the Identification Documents and that those documents confirm the information in the Petition. (It is acceptable that the attorney reviewed scanned documents or reviewed documents remotely.)

3. The scope of the debtor's examination will be the same as for in-person meetings.

4. The meeting may be adjourned to a future date by announcement at the meeting.