



## 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 Meetings of Creditors Under Section 341(a) in the District of Hawaii Starting December 8, 2021**

This notice provides procedures for meetings of creditors in the District of Hawaii for Chapter 7 and Chapter 13 cases which are being conducted remotely due to the COVID-19 virus until further notice.

Starting on **December 8, 2021**, meetings of creditors in Chapter 7 and Chapter 13 cases will be conducted by Zoom video only. 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.
2. Zoom Video. To join the meeting, 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. 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 may 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 Zoom meeting room at the appropriate time. Check your audio and video connections while you are waiting.

5. Make sure you are connecting from a quiet area where there is as little background noise as possible.

6. Please place your microphone on mute until your case is called. When your case is called, unmute your microphone and make sure your camera is activated.

7. When your meeting is finished, you may leave the Zoom call.

8. The trustee or United States Trustee will record the meeting via audio recorder. 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.

### **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 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 meeting may be adjourned to a future date by announcement at the meeting.