

OFFICE OF ELIZABETH F. ROJAS, CHAPTER 13 TRUSTEE

VIDEOCONFERENCING NOTICE RE 341(a) MEETINGS

Effective immediately and until further notice, 341(a) Meetings of Creditors will temporarily be conducted via videoconference.

Attorneys and clients DO NOT need to be in the same location for their 341(a) meeting via Zoom videoconference.

ATTORNEYS: PLEASE TEST ZOOM WITH YOUR CLIENTS BEFORE JOINING THE 341(a) MEETING.

The trusteeship will be utilizing the Zoom videoconferencing service (zoom.us). If participating by laptop, please visit this website in advance of the meeting to familiarize yourself with the process. If using a tablet or smartphone, please download the "ZOOM Cloud Meetings" app from the Apple App Store or Google Play Store in advance of the meeting to familiarize yourself with the process.

Prior to the date of the meeting, the debtor's attorney will receive an email from the trusteeship containing a case number, scheduled time (**which may be different than the originally scheduled time**), and meeting link. Expect to receive this email at least 24 hours before the meeting, **Please be sure to notify your clients they will be attending the meeting via Zoom videoconferencing and NOT the at the US Trustee's meeting rooms in Woodland Hills (San Fernando Valley Division) and Santa Barbara (Northern Division).**

At least five minutes before the scheduled time, please click the meeting link, follow the prompts to begin the meeting and activate sound and video, and wait for the meeting to begin. **Due to the rigid nature of this scheduling, it is imperative that you be timely and prepared for your appointed time.**

Required documents such as Picture ID, evidence of social security number, and proof of plan payment should be uploaded to our 13Documents Portal (13documents.com) at least 2 days prior to the meeting.

If you are a creditor who would like to attend a meeting, please contact either rblume@ch13wla.com (for San Fernando Valley Division), mbesecker@ch13wla.com (for Northern Division) or debtor's counsel to obtain a copy of the link. If you are debtor's counsel and aware of a creditor who would like to attend, please forward the above email.

If you are a pro se (self-represented) debtor, please contact us via email at 341@ch13wla.com for either a meeting link or continuance.

We understand that this is a new and unfamiliar method of conducting meetings, but these are unique times and we must work together to ensure the continuation of the Chapter 13 process. We request your patience as we, too, become comfortable with this new technology, and your cooperation and understanding about its inherent lack of scheduling flexibility.

This is subject to change on short notice, please check our website at ch13wla.com regularly.

Should you require assistance with any of the above, please contact us via email at 341@ch13wla.com