

## **Instructions for Telephonic 341 Meetings / Dayton, Ohio**

In response to the outbreak of Coronavirus Disease 2019 (COVID-19) in Ohio and in an effort to protect debtors, attorneys, their staff, and Chapter 13 and court employees, the Chapter 13 Office in Dayton will conduct **341 meetings** by **TELEPHONE**, beginning with the docket on **Tuesday 3/17/20** and will continue with telephonic 341 meetings indefinitely.

Prior to the 341, our office will send an email to the debtor(s)' attorney with a pdf that includes all documents for the meeting.

The attorney's office will be responsible to contact the debtor(s) and inform them they may appear in person at the attorney's office for the 341 meeting, or, they can appear by Skype, FaceTime Video or some other form of telephonic or video conferencing. The meetings will be held at the originally scheduled time – or, as close to the original time as possible.

Scott, John and other Chapter 13 employees will be present at the 341 meeting room in the courthouse and will initiate the phone call. The call will be recorded, for UST purposes.

Once the call has been initiated, the attorney will verify the debtor(s)' identity, verify the debtor(s)' SSN and will then swear-in the debtor(s). The oath to be administered is: "Do you swear or affirm to tell the truth, under penalty of perjury?" The attorney will sign a declaration verifying same.

The hearing examiner will then proceed with the 341 meeting as usual.

Within 24 hours of the meeting, attorneys are expected to upload copies of documents to the "13 documents" site ([www.13documents.com](http://www.13documents.com)) into "Post 341 Telephonic Docs". Please upload individual pdfs into the separate categories provided and use proper descriptions. A screen shot is attached for reference. Remember to upload a copy of the debtor(s)' photo ID but **DO NOT UPLOAD THE SSN**. With regard to orders entered into at the 341 meeting, only return those orders you are instructed to send.

Once the telephonic 341 meeting has been concluded, the debtor(s) will then be required to call a Chapter 13 employee at **937-222-7600 x108** to provide the information that we typically obtain in the "back" room at the 341 meeting. **Debtors must call our office immediately following their 341 meeting**. If the line is busy, we will attempt to have another employee pick up the call.

During the call, Debtors are encouraged to sign up with the National Data Center ("NDC") so that they can track and review their 13 cases. The NDC also offers the ability for debtors to receive their "12-month letter" by email. Debtors can sign up with the NDC prior to their 341 meeting at <https://www.ndc.org/home>

Thank you for your cooperation,  
John G. Jansing, Chapter 13 Trustee, Dayton

- Document Upload
- Debtor Education New
- Trustee Authorizations
- Documents Report
- Document Inbox
- Account
- HELP

### Step 1: Choose Your Trustee

Jansing, John G Change Trustee

To change Trustee click the "Remove default" button.

### Step 2: Select or Drag & Drop Your File(s)

You may select or drag & drop one or as many as ten documents at one time. You may also perform multiple selections by clicking the "Browse..." button repeatedly. **However you select your file(s), you may have no more than ten files in queue at one time.**

Browse... 2030018\_Chapter 13\_10\_20200110054835161.pdf

**Maximum file upload size 10 MB as set by Trustee.**  
Accepted document types are: Adobe Portable Document Format (PDF)

### Step 3: Identify Your File(s)

Click on the file name to expand the section and provide details for each file. Once all the details are provided for each file the individual panel will turn green.

QUEUE: 1

2030018\_Chapter 13\_10\_20200110054835161.pdf

**James Stethem**

Cases may take 3-5 business days to be sent from the Trustee.

2030018 Select Document Type

- Select Document Type
- 341 Documents [2485]
- PHOTO ID [3284]**
- Post 341 Telephonic Docs [3282]
- Secured Tax Returns [2484]

Document description

You have 140 characters remaining.

Remove File



Send File(s)... Reset

## 341 Meeting of Creditors Checklist

**Name:**

**Case Number:**

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### Items to be completed prior to telephonic hearing:

- Debtor's ID – Scan as an individual file
  - Joint Debtor's ID – Scan as an individual file (if applicable)
  - Declaration Regarding Administration of Oath and Confirmation of Identity and Social Security Number – to be completed and signed by Debtor(s)' attorney and returned
  - Declaration of Compliance in Chapter 13 Case and Section 341 Meeting Appearance Sheet – to be completed, signed and returned
  - Authorization to Release Information to the Chapter 13 Trustee Regarding Secured Claims Being Paid by the Trustee – to be completed, signed and returned
  - Agreed Order as to Tax Refunds & Returns Prior to Confirmation – sign and return, if applicable, **OR**,  Debtor(s) is/are not required to file returns
  - Trustee's First Meeting Plan and Claim Information – to verify name, address, phone number, Debtor(s)' appearance and returned
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### Payment Information:

- Payroll Deduction Order – review for correct employer information and payment period (weekly, bi-weekly, semi-monthly or monthly), sign and return
  - Notice Directing Debtor to Make Direct Electronic Payments to Trustee Until Further Notice, if applicable
  - TFS – only with Trustee or Staff Attorney approval for extenuating circumstances
- 

### If additional action needs taken from the telephonic meeting:

- Agreed Order Prior to Confirmation – sign and return
- Agreed Order Denying Confirmation of the Chapter 13 Plan and Ordering Amended Plan – sign and return
- Notice of Rescheduled Meeting of Creditors – sign and return

***Please check all appropriate boxes, complete and return all necessary documents within 24 hours of the telephonic meeting of creditors.***

**DECLARATION REGARDING ADMINISTRATION OF OATH AND  
CONFIRMATION OF IDENTITY AND SOCIAL SECURITY NUMBER**

In re: (Debtor's Name) \_\_\_\_\_  
Bankruptcy Case No. \_\_\_\_\_  
Date of telephonic or video conference appearance at § 341(a) meeting of creditors: \_\_\_\_\_

I declare as follows:

- 1) My name is : \_\_\_\_\_  
(Print or type)
- 2) My work address is: \_\_\_\_\_
- 3) My work telephone number is: (\_\_\_\_) \_\_\_\_\_
- 4) The address from where I participated in the § 341(a) meeting of creditors is:  
\_\_\_\_\_
- 5) I am a person authorized to administer oaths in the State of \_\_\_\_\_, by virtue of the following fact:  
\_\_\_\_ I am a notary  
\_\_\_\_ I am a court reporter  
\_\_\_\_ I am a judicial officer  
\_\_\_\_ I am authorized to give an oath under the Code of Military Justice  
\_\_\_\_ Other: \_\_\_\_\_  
(Give title and legal authority for power to administer oath)
- 6) I personally verified the identity of the debtor by checking his/her original photo identification:  
\_\_\_\_ Drivers License (State & number) \_\_\_\_\_  
\_\_\_\_ State Identification (State & number) \_\_\_\_\_  
\_\_\_\_ Passport (Country, number, expiration date) \_\_\_\_\_  
\_\_\_\_ Military Identification (Branch & ID number) \_\_\_\_\_  
\_\_\_\_ Other (describe) \_\_\_\_\_
- 7) I personally inspected the following original document as proof of the debtor's social security number and orally confirmed it with the trustee:  
\_\_\_\_ Social Security Card  
\_\_\_\_ Social Security Administration Statement  
\_\_\_\_ W-2 Form  
\_\_\_\_ Recent Payroll Stub  
\_\_\_\_ Employer's Health Card or Medical Insurance Card  
\_\_\_\_ Other (specify) \_\_\_\_\_
- 8) On \_\_\_\_\_, I did administer an oath to the debtor, prior to the trustee commencing  
(Date)  
the questioning of the debtor for the telephonic or video conference interview of the debtor.

In accordance with 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_,  
(Date) (Month) (Year) (City) (State)

\_\_\_\_\_  
Signature of Person Administering Oath and Verifying Identity and Social Security Number

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF OHIO  
WESTERN DIVISION AT DAYTON

## DECLARATION OF COMPLIANCE IN CHAPTER 13 CASE AND SECTION 341 MEETING APPEARANCE SHEET

RE: \_\_\_\_\_ CASE NO: \_\_\_\_\_  
\_\_\_\_\_

Now comes \_\_\_\_\_, (hereinafter "Debtor") being under penalty of perjury, deposes and states in support of confirmation of the above captioned bankruptcy case that:

**1. DSO - You must check either A or B.**

\_\_\_\_\_ (A) The undersigned Debtor has domestic support obligations pursuant to 11 U.S.C. §101(14A); and, has paid all domestic support obligations required to be paid pursuant to 11 U.S.C. §1325(a)(8) from date of filing of the bankruptcy petition.

Full name, current address and phone number of each **ADULT** person to whom support of any kind is due:

1.Name:	2.Name:
Address:	Address:
City State Zip:	City State Zip:
Phone:	Phone:

Use an extra form for additional names and addresses.

\_\_\_\_\_ (B) The undersigned Debtor does NOT have domestic support obligations pursuant to 11 U.S.C. §101(14A).

**2. Taxes - You must check either A or B.**

\_\_\_\_\_ (A) The undersigned Debtor(s) are required to file tax returns and has filed all applicable and required Federal, State and local tax returns for the previous four (4) tax years pursuant to 11 U.S.C. §1308. This is the approximate month and year the Debtor(s) filed their last I.R.S. tax return. \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ (B) The undersigned Debtor is NOT required to file tax returns.

**3. Email address:** \_\_\_\_\_  
This will allow the debtor annual report to be sent to you by email each year

**By signing this declaration, I/WE acknowledge that all the statements contained herein are true and accurate and that the Trustee may rely on the truth of each of these statements in making its recommendation to confirm the Chapter 13 plan. The Trustee may seek revocation of the Chapter 13 plan if the statements relied upon are not accurate.**

Date: \_\_\_\_\_ Debtor

Date: \_\_\_\_\_ Debtor

**OFFICE OF THE CHAPTER 13 TRUSTEE**

**John G. Jansing, Trustee**

131 N. Ludlow St., Suite 900

Dayton, Ohio 45402

(937) 222-7600 phone

(937) 222-7383 fax

**AUTHORIZATION TO RELEASE INFORMATION  
TO THE CHAPTER 13 TRUSTEE REGARDING SECURED  
CLAIMS BEING PAID BY THE TRUSTEE**  
*(FILE WITH TRUSTEE ONLY-DO NOT FILE WITH THE COURT)*

Debtor Name(s): \_\_\_\_\_  
\_\_\_\_\_

Case No: \_\_\_\_\_

Chapter 13

The Debtor(s) in the above captioned bankruptcy case do/does hereby authorize any and all lien holder(s) on real property of the bankruptcy estate to release information to the Office of the Chapter 13 Trustee, Dayton, Ohio, in this bankruptcy filing.

The information to be released includes, but is not limited to, the amount of the post-petition monthly installment, the annual interest rate and its type, the loan balance, escrow accounts, amount of the contractual late charge and the mailing address for payments. This information will only be used by the Trustee and his staff in the administration of the bankruptcy estate and may be included in motions before the Court.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Debtor's Signature

DATE: \_\_\_\_\_

\_\_\_\_\_  
Joint Debtor's Signature