



CONTINUANCES
Continued §341 Meetings Only

DO NOT email Client Services for a Continuance Date.
The client services telephone line will remain inoperable!

We automatically continue §341 meetings not held by date range for all cases in which the Trustee has received the **Zoom Videoconference Form (THE FORM)**. You will be receiving the Notice of Electronic Filing from the Court with the continued date, time and instructions.

Continuances are automatically set if you completed the Zoom Videoconference Form (**THE FORM**) and your §341 Meeting was not held on the Original Date because of any issue. We will automatically send you a Zoom Meeting Link with the new meeting date and time of the continued meeting when all Original Meetings are completed at the end of the month. This usually takes 25-30 days.

If you receive an email indicating that tax returns or other documents are missing, then, a Zoom Link **will not be sent**. Once we receive taxes and process them, we usually send email advising what years are missing, if any. **You must comply with missing documents before the deadline to submit documents passes. See Zoom Meeting Deadline posted on our website.** If your §341 meeting is continued it is usually scheduled 25-30 days out.

If you miss your scheduled Zoom Video Conference Meeting because of technical difficulties, the debtor/debtor attorney did not appear, or any other reason not related to missing required



documents, then, the §341 meeting will have to be continued (Usually 25-30 days out.) Again, you do not have to request a continuance date. Check Pacer for next continuance date and time. If continued dates are not posted on our website, then the meeting has not been continued.

Please read and review the **Zoom Video Conference Setup** included in the **Procedure for Videoconference §341 Meetings: Debtor Attorneys/Pro Se** posted on our website. This process is relatively simple, but can take a little bit of time so debtors should **NOT** wait until the day of their hearing to complete this step. The Trustee requests that attorneys test the Zoom video connection with their clients prior to the Zoom Videoconference.

If your client's ID and/or Social Security identification were verified, or for any other reason the §341 meeting **was not held prior to May 2, 2022**, then you have to comply with the new procedures and submit **THE FORM** in order that all meetings can be scheduled using Zoom which is the most current policy and procedure. The two-part process has been discontinued effective April 30, 2022.

If you have any questions about completing and submitting **THE FORM**, or sending required documents, please read the Instructions for **Procedures for Videoconference §341 Meetings: Debtor Attorney/Pro Se** posted on our website www.chi13.com.

Thank you

Marilyn O. Marshall
Chapter 13 Trustee