

**Instructions and Information for  
Participation in Telephonic Section 341 Meetings  
in the District of Kansas**

Until further notice, the United States Trustee has arranged for section 341 meetings to proceed telephonically. Below is information and instructions on participating in telephonic 341 meetings.

For affected cases that were originally set for in-person meetings, notices will be filed with the Court and sent by e-mail or regular mail. These notices will include the dates, times, and call-in numbers for the affected 341 dockets.

Until further notice, the section 341 meetings in new cases will be set automatically for telephone conference; and the date, time, and call-in number will appear in the 341 notice.

For Kansas trustees, without regard to chapter or geography, the call-in numbers are set as follows:

<b>Trustee</b>	<b>Number</b>	<b>Participant Code</b>
United States Trustee (Ch. 11 Cases)	1-877-414-6412	6663816#
Linda Parks	1-877-931-4352	8552583#
Darcy Williamson	1-877-931-3070	9366662#
Carl Davis	1-877-521-8311	1083847#
Jan Hamilton	1-877-661-5316	3082559#
Patricia Hamilton	1-877-329-8206	8850378#
Steve Rebein	1-877-960-7238	7966242#
Chris Redmond	1-877-709-1280	1717631#
Bill Griffin	1-877-991-1709	5087285#

## Verification of debtor identification:

For cases where debtor does not have an attorney:

- The debtor must copy, scan, or take a picture of their valid ID and proof of Social Security number and mail or e-mail the docs to the assigned trustee before the 341 meeting.
- During the meeting, the debtor should confirm on the record that they sent the trustee a copy of their valid ID and proof of their Social Security number. The trustee will then confirm on the record that they reviewed the debtor's ID, that the ID sent matches the name on the petition, and that they have reviewed the debtor's Social Security number and verified that it matches what was reported on the debtor's statement of Social Security number.

For cases where debtor has an attorney:

- Debtor must copy, scan, or take a picture of their valid ID and proof of Social Security number and mail or e-mail the documents to their attorney, who will in turn provide them to the trustee, before the 341 meeting.
- If the trustee can't confirm ID or Social Security number, then the meeting will be continued. The trustee may verify the ID or Social Security number before the continued meeting and excuse debtor's appearance but make a record at the continued meeting. The trustee may request additional forms of verification or statements from the debtors.

### Telephone guidelines:

- Dial the call-in number followed by the seven-digit passcode and # sign.
- If possible, use a land line phone.
- Do not use a speaker phone.
- If any party attends the meeting from the same location as another party, use separate phones to participate.
- Make the call from a quiet area where background noise is minimal.
- Wait until the trustee calls your case before speaking, as more than one case will be held during the docket.
- Keep the phone muted until the trustee calls your case.
- Identify yourself when speaking during your case.
- Speak loudly so your voice can be heard on the recording.
- Do not place the phone on hold at any time.
- Once the meeting for your case is finished, please hang up.

## Bankruptcy documents:

Debtors should be prepared and have copies of documents on which they can reasonably expect to be examined (petition, schedules, statement of financial affairs, tax returns, etc.) or any documents the trustee has indicated in advance that debtors should have available for questioning.