

IMPORTANT ANNOUNCEMENT

ALL 341 MEETINGS, REGARDLESS OF CHAPTER, WILL BE CONDUCTED TELEPHONICALLY UNTIL FURTHER NOTICE.

Due to the public health crisis related to COVID-19, the U.S. Bankruptcy Administrator for the Eastern District of North Carolina is implementing the following temporary policies and procedures with respect to Section 341 meetings of creditors in cases proceeding under Chapters 7, 11, and 12, which policies and procedures will take effect immediately.

TEMPORARY POLICIES AND PROCEDURES APPLICABLE TO 341 MEETINGS IN CHAPTER 7, 11 12 CASES

All Chapter 341 meetings previously postponed will be rescheduled as noticed by the Court. Notices will be sent by the Court and properly served on all parties on the matrix setting out the call-in number and code for the telephonic hearing. Announcements regarding procedures for telephonic Section 341 meetings of creditors in Chapter 13 cases will be issued separately by the Chapter 13 Trustees.

Debtors and their counsel as well as any creditors or interested parties wishing to appear at a 341 meeting should **not** report to the physical location of the originally scheduled 341 meeting but should instead make plans to appear remotely by phone. Counsel may request debtors appear at their offices, at their own discretion.

The Trustee and/or a member of the Bankruptcy Administrator's staff will host the call. A call-in number and access code will be provided to all parties via the formal notice referenced above.

To minimize foreseeable problems and unnecessary delay, counsel are encouraged to assist in implementing the following phone etiquette guidelines, which will be required of all parties:

- a. **Mute** the call while your meeting is not being held. Do not place the call on hold.
- b. Speak clearly.
- c. Limit all background noise while your meeting is being held.
- d. No speaker phone unless two or more persons are appearing on the same line, i.e., debtor and counsel or joint-filing debtors.
- e. Debtors without phone access should contact their attorneys as to how to proceed.
- f. Debtors and counsel are to be at a set location, and not in transit, so that full attention can be given to the questions being asked.
- g. Only debtors and their counsel as well as creditors or interested parties will be allowed on the call, i.e., no "moral support" or supplementary answers to be provided by friends or family.
- h. If a represented debtor is on the call without counsel, the meeting will be continued.
- i. In chapter 11 cases, corporate representatives must provide identification in advance of the meeting as set forth below or they will not be permitted to appear on behalf of the debtor.

To make the telephonic process as efficient as possible and to enable the Trustee/BA to verify the identity of the debtor(s) or its corporate representative, a copy of the debtor's driver's license or government issued picture ID **MUST** be sent to the Trustee/BA via email or electronic portal, as specified below, by 12:00 noon five (5) days prior to the 341 meeting. For all individual debtors, proof of SSN/ITIN must be provided by the same deadline. Debtors and counsel should have the ID and SSN/ITIN documentation available during the telephonic examination.

The ID documents should be directed as follows:

For chapter 11 individual debtors and representatives of debtor entities:

Greenville 341 Location: Lynn Tingen at lynn_tingen@nceba.uscourts.gov

Raleigh 341 Location: Rick Hinson at rick_hinson@nceba.uscourts.gov

For Chapter 7/12 cases, please contact your trustee with any specific questions regarding the use of electronic portals.

James Angell: <https://apps.bluestylus.com/Login.aspx>
mmurdock@hsfh.com

Stephen Beaman apm@beamanlaw.com
sbeaman@beamanlaw.com

John Bircher: <https://apps.bluestylus.com/Login.aspx>
cweiss@whiteandallen.com

Algernon Butler: loriharvey@butlerbutler.com

Gregory Crampton pwhill@nichollscrampton.com

Holmes Harden scass@williamsmullen.com

Joseph Lischwe: <https://apps.bluestylus.com/Login.aspx>
karie.rankin@nelsonmullins.com

Richard Sparkman <https://documentdelivery.axosfs.com/Account/LogOn?ReturnUrl=%2f>
erica@sparkmanlaw.com

These temporary policies and procedures do not otherwise affect a debtor's requirements to submit and provide all other necessary documents to the Trustee, the Court and the BA.

Thank you in advance for your patience and cooperation in implementing these temporary changes. If you have questions regarding these matters, please contact the BA's office via electronic mail.

Lesley_cavanaugh@nceba.uscourts.gov for Chapter 7 matters

Karen_cook@nceba.uscourts.gov for Chapter 12 matters

Lynn_tingen@nceba.uscourts.gov for Chapter 11 matters

Brian_Behr@nceba.uscourts.gov or Marjorie_lynch@nceba.uscourts.gov for all other questions or concerns.

Marjorie K. Lynch
Bankruptcy Administrator

Dated: March 27, 2020