

KURT A. STEINKE, CHAPTER 13 TRUSTEE

INSTRUCTIONS FOR VIDEOCONFERENCE 341 MEETINGS CONDUCTED VIA ZOOM

1. **Provide Copies of Identification Documents:** Debtors' counsel should upload the following documents to the Trustee's office using the secure social security category for the bkdocs.us website at least **2 business days** prior to the 341 meeting. Debtors filing without counsel should call the Trustee's office for instructions on providing the documents at (269) 343-0305. If the Trustee has not received these documents in a timely manner, the 341 Meeting cannot be conducted. Please provide:
 - a. A clear and complete copy of a currently valid government-issued photo identification of the debtor. These include drivers' licenses and official state identification cards.
 - b. A clear and complete copy of the debtor's social security card, a W2 with the complete social security number, or a social security award letter with the complete social security number, with the social security number visible.

2. **Download the Zoom App:** Although not required for the meeting to go forward, having the application will offer features that will be useful for everyone attending. You can get the app for free for whatever smart phone/tablet/etc. you use by visiting: https://www.zoom.us/download#client_4meeting
 - a. Using the app allows you to provide and save your "personal link name," which should be your full first and last name. Using your full first and last name as your personal link name will ensure that we can identify you so we can let you into the meeting when it is your turn.
 - b. You may test your equipment prior to the meeting by going to zoom.us/test

3. **Join the Meeting:** On the Zoom App or zoom.us/join, click join meeting. Enter the meeting ID and passcode from the Notice of Chapter 13 Bankruptcy Case or click the link below.

zoom.us/join
Meeting ID: 217 554 8551
Passcode: 7243008031

If you are a creditor, you may join by telephone. Call 269-250-9979, and enter the meeting ID and passcode noted above. **All meetings are in the Eastern time zone.**