

BANKRUPTCY ADMINISTRATOR PROCEDURE FOR CONDUCTING SECTION 341
MEETINGS OF CREDITORS BY INTERROGATORIES

A. The Debtor shall appear in person and submit to examination under oath or affirmation at the Meeting of Creditors under 11 U.S.C. § 341 pursuant to 11 U.S.C. 343 (2018). If a continuance of the Meeting of Creditors is desirable for any reason, the Debtor's Attorney shall notify the Bankruptcy Administrator and the Trustee as promptly as possible, in which case the Debtor's appearance may be continued to a later date, but not excused.

B. When a personal appearance, or telephonic examination, is impracticable, the Debtor may be excused from appearance at the Section 341 Meeting, in which case, the meeting and examination may be conducted by Interrogatories for good cause, including:

1. When the Debtor is unable to attend the Section 341 Meeting, or any continued Section 341 Meeting, as demonstrated by a written excuse from a licensed medical professional;
2. When the Debtor has been deployed by the military;
3. When the Debtor is incarcerated.

C. Procedure:

1. When the Debtor wishes to be excused from personal appearance at the Section 341 Meeting, Debtor's Counsel shall, as promptly as possible, furnish to the Office of the Bankruptcy Administrator a written request to excuse attendance, accompanied by a written medical excuse, military documents, evidence of incarceration, or other documentation supporting the request.
2. The Bankruptcy Administrator will review the request and determine in consultation with the Trustee whether the Debtor's personal appearance will be excused, and the Section 341 Meeting conducted by Interrogatories, or not.
3. If it is determined that the Debtor need not appear, the Bankruptcy Administrator will prepare a Notice that the Section 341 Meeting will be conducted by Interrogatories and e-file the Notice with the Clerk's Office.
4. The Clerk's Office will send notice to all creditors and parties in interest that the Meeting of Creditors will be conducted by Interrogatories.
5. Interrogatories approved in advance or prepared by the Trustee will be submitted to the Debtor, who will answer the Interrogatories. The completed Interrogatories will be served by the Debtor's Attorney on the Bankruptcy Administrator and Trustee. Unless they are to be used in a hearing, the answers to the Interrogatories should not be filed with the Clerk's Office.
6. The Trustee and Bankruptcy Administrator will conclude the Meeting of Creditors on receipt of the completed answers to Interrogatories.

