

**UNITED STATES BANKRUPTCY ADMINISTRATOR**  
**MIDDLE DISTRICT OF NORTH CAROLINA**  
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MEETING OF CREDITORS ZOOM VIDEO CONFERENCE GUIDELINES  
FOR CHAPTER 7 CASES IN THE DURHAM DIVISION ONLY

1. Introduction

The conduct and scope of the debtor's examination at a Zoom Section 341 Meeting of Creditors is the same as an in-person meeting. Preparation by the debtor, counsel and creditors is important to ensure that the meetings are conducted smoothly and efficiently.

Failure of parties to follow these guidelines may cause the Trustee or Bankruptcy Administrator to adjourn the meeting.

2. Before the Meeting of Creditors

a. Debtors, counsel, and creditors who intend to participate should be at a quiet, set location so that full attention can be given to the meeting and the recording quality optimized. A meeting will not be conducted if a party is in transit or in a vehicle.

b. All parties will connect initially in mute.

c. Participants should test their connection to the meeting link at least one day prior to the video meeting. Upon testing the connection, participants should receive a message: "Waiting for the host to start the meeting." This successfully completes the test.

d. If the Debtor does not have video access or cannot otherwise participate by Zoom, please contact [Traci\\_Galloway@ncmba.uscourts.gov](mailto:Traci_Galloway@ncmba.uscourts.gov) or use the above telephone number to request a telephonic or in person meeting. Please use the associated excuse form.

e. In his discretion, an attorney may arrange to have the debtor appear from his office or connect from another location. In any event, the debtor and counsel should ensure that they can both view the screen simultaneously and be viewed by the Trustee or BA. Technical difficulties may cause the meeting to be adjourned.

3. The Section 341 Meeting of Creditors

a. Please use the meeting invitation link provided. When connecting through the Zoom application, participants will click "Join Meeting". If prompted for a meeting ID, please enter the last 11 digits of the invitation link, this will always represent the meeting ID. All parties should update their screen name to their full name. Creditors wishing to attend should reflect the case number in their screen name.

- b. If the Bankruptcy Administrator has not joined the conference, participants will receive a message "Waiting for the host to start this meeting." Once the Administrator has started the meeting, all participants will join the video conference on mute.
- c. When the Bankruptcy Administrator calls a case, the Bankruptcy Administrator will unmute those participants.
- d. Debtors should have their social security numbers and driver's license at hand. All parties should be dressed appropriately for a court proceeding.
- e. Speak clearly and hold the camera steady. Limit all background noise while your meeting is being conducted. Be mindful of your background; make sure a source of light is in front of you and close the blinds on windows behind you.
- f. Only debtors, their counsel, creditors, and parties to the case will be allowed to participate. The debtor should not communicate with any person other than these during the examination. No third parties (family, friends) will be allowed to participate.
- g. The video conference will be recorded by the Bankruptcy Administrator.
- h. In the sole discretion of the Administrator, the meeting may be adjourned to a subsequent video meeting or an in-person meeting. On rare occasions, another form of examination may be utilized.