

OFFICE OF ELIZABETH F. ROJAS, CHAPTER 13 TRUSTEE

341(a) Meetings of Creditors are conducted via videoconference.

DEBTORS must appear on camera.

Attorneys and clients DO NOT need to be in the same location for their 341(a) meeting via Zoom videoconference.

ATTORNEYS: PLEASE TEST ZOOM WITH YOUR CLIENTS BEFORE JOINING THE 341(a) MEETING.

The trusteeship will be utilizing the Zoom videoconferencing service (zoom.us). If participating by laptop, please visit this website in advance of the meeting to familiarize yourself with the process. If using a tablet or smartphone, please download the “ZOOM Cloud Meetings” app from the Apple App Store or Google Play Store in advance of the meeting to familiarize yourself with the process.

The chapter 13 trustee may file a separate Zoom notice prior to the meeting with an updated time.

At least five minutes before the scheduled time, please click the meeting link, follow the prompts to begin the meeting and activate sound and video, and wait for the meeting to begin.

Due to the rigid nature of this scheduling, it is imperative that you be timely and prepared for your appointed time.

Required documents such as Picture ID and evidence of social security number must be uploaded to our BK Docs Portal (<https://www.ch13wla.com/upload-documents>) at least 2 days prior to the meeting. This is subject to change on short notice, please check our website at ch13wla.com regularly.

Should you require assistance with any of the above, please contact us via email at 341@ch13wla.com