

Instructions for Attending Zoom Meeting of Creditors

Find detailed instructions for joining a Zoom § 341 Meeting of Creditors, including how to download and use the Zoom application, provided by the United States Trustee at <https://www.justice.gov/ust/page/file/1590011/download>. Available below is a summary of those instructions, along with the the unique Meeting ID and Passcode specific to all meetings of creditors held by the Chapter 13 Trustee for the Southern and Winchester Divisions of the Eastern District of Tennessee.

Attending Meeting via Zoom Web Conferencing

Web conferencing requires (1) a good internet connection and (2) a computer, mobile device or tablet with a camera, microphone and speakers. You will also need to install Zoom on your device and create a free account before joining the meeting. When attending a 341 meeting via web conferencing, you will need a quiet location where you can provide your full attention. The Chapter 13 Trustee recommends that ***at least one week before your scheduled meeting, contact your attorney if you are represented by counsel or contact the Chapter 13 Trustee if you are unrepresented to plan for your participation at the meeting.***

Installing Zoom

Prior to the scheduled meeting, download and install Zoom from <https://zoom.us/download>. For desktops, click and install **Zoom Client for Meetings**. For mobile devices, scroll down until you see **Zoom Mobile Apps** and select either **Download in App Store** for IOS phone or **Download in Google Play** for Androids. Then click the applicable icon to install **Zoom Cloud Meetings**.

Creating Free Account

Once you installed Zoom to your device, create a free account by clicking the button **Sign Up, It's Free**. Enter your correct first and last name so that you can be properly identified at the 341 Meeting. Prior to the meeting, test your camera, microphone, and speakers to ensure they work properly.

Joining 341 Meeting

Ten minutes prior to your 341 Meeting time, join by signing into your Zoom account and clicking **Join A Meeting**. When prompted, enter **Meeting ID: 356 068 8362**, then **Passcode 285 561 3719**. **Alternatively, click the following direct link:** <https://us02web.zoom.us/j/3560688362?pwd=NDBUYIFxbGVNVnBMUFR1Y3JpOGVmZz09>. If you did not set up a free account or install the software before entering the meeting address into your internet browser, then you will be prompted to do so. Log off when notified that your meeting is completed.

Attending 341 Meeting via Teleconferencing (creditors only)

Only creditors are permitted to attend the meeting by telephone. Teleconferencing requires (1) a good phone connection and (2) a quiet location. Ten minutes prior to your 341 meeting time, you can join by simply dialing 423-766-3667 and once connected entering the **Meeting ID: 356 068 8362** and pressing #. The **Passcode** is **285 561 3719**. Once connected, you will be placed on hold until you are added to the meeting. When you are added to the meeting, you will be asked to provide your name. There are several cases set for each hour so you may be on hold for a long time. Please be sure to be in a quiet location where you can listen and participate in the call.