



Office of the Bankruptcy Administrator for the Eastern District of North Carolina

434 Fayetteville Street, Suite 640
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(919) 856-4886

150 Reade Circle
Greenville, North Carolina 27858
(919) 856-4886

MEMORANDUM TO ALL INTERESTED PARTIES

PROCEDURE FOR OBTAINING COPIES OF RECORDINGS OF MEETING OF CREDITORS

Background

It is the responsibility of the Bankruptcy Administrator to provide public access to recordings of meetings of creditors. Any interested party may request a certified copy of the recorded § 341 (a) meeting proceedings from the Bankruptcy Administrator at the party's expense. The Bankruptcy Administrator maintains these recordings for a period of two years after the conclusion of the scheduled meeting. Upon the expiration of this two year period, the recording will be erased or destroyed.

How to request Copies of Recordings of Creditors Meetings

When requesting copies from the Bankruptcy Administrator's office, parties must provide:

A blank CD (we accept CD-R's and CD-RW's, DVD's are not accepted);

A written request on the attached form to be completed by person(s) requesting copies;

A postage pre-paid envelope (suitable for mailing CD's--the Bankruptcy Administrator's office takes no responsibility for damage to CD's during mailing) with sufficient postage;

If not by return mail, arrange for pick-up at the Bankruptcy Administrator's office at 150 Reade Circle, Greenville, NC 27858. Contact Lesley Cavanaugh at Lesley_Cavanaugh@nceba.uscourts.gov or at (919) 334-3888.

REQUEST FOR COPIES OF RECORDING OF MEETING OF CREDITORS

Requesting Party(s): _____

Address: _____

Telephone #: _____

Case Name: _____

Case Number: _____

Trustee: _____

Date of 341 mtg: _____

Location: _____

Chapter: _____

No. of Copies: _____