

MEMORANDUM TO ALL INTERESTED PARTIES

PROCEDURE FOR OBTAINING COPIES OF
TAPE 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 tape 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 of original tapes from the Bankruptcy Administrator's office, parties must provide:

- (1) blank cassette tapes at his or her own expense
- (2) a written request on the attached form to be completed by person(s) requesting copies
- (3) a postage pre-paid envelope (suitable for mailing cassettes--the Bankruptcy Administrator's office takes no responsibility for damage to tape during mailing) with sufficient postage
- (4) if not by return mail, arrange for pick-up of the tape at the Bankruptcy Administrator's office at **1800-F PARKWOOD BOULEVARD, WILSON, NC 27895-3758. Telephone: (919) 237-6854.**

REQUEST FOR COPIES OF TAPE RECORDING OF MEETING OF CREDITORS

Requesting Party(s) : _____

Address : _____

Telephone #: _____

Case Name and Case #: _____

Trustee: _____

Date of 341 mtg: _____

Location: _____

Chapter: _____

No. of Copies: _____

(To Be Completed by BA's Office)
CERTIFICATION:

This is to certify that I have copied onto the tape provided by _____ [name of requesting party (s)] the §341 proceedings of _____ [name(s) of debtor(s)], Case # _____ [specify], originally held and concluded on _____ [specify date], at _____ [specify time and location], and conducted by _____ [name of trustee] from the original tape recorded on that date and provided to the Bankruptcy Administrator by the trustee.

DISCLAIMER:

This certification is not intended to be a statement on the truth or accuracy or of the audibility of the recording(s).

Marjorie K. Lynch
U.S. Bankruptcy Administrator, EDNC

By: _____
Tanya L. Corbett
Title: Clerk - Estate Administration