

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

150 Reade Circle  
Greenville, North Carolina 27858  
(252) 917-6157

434 Fayetteville Street, Suite 640  
Raleigh, North Carolina 27601  
(919) 856-4886

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## 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.

### **Procedure for Requesting a Copy of 341 Meeting Audio**

Parties requesting a copy of a 341 Meeting audio recording must follow the steps below:

- 1.) Complete the attached “341 Audio Request Form” and email this form to the Bankruptcy Administrator’s Office at the following email address – [lesley\\_dean@nceba.uscourts.gov](mailto:lesley_dean@nceba.uscourts.gov).
- 2.) Upon receipt and review of the “341 Audio Request Form,” the Bankruptcy Administrator will provide the requesting party an electronic link to the 341 Meeting audio recording via Box.com. The requesting party will be able to download the 341 Meeting audio recording by using the link provided.
- 3.) The link will remain active for at least 14 days. After 14 days, the link may be deactivated, and a new request must be made to receive the audio recording.

# **341 AUDIO REQUEST FORM**

## **Requesting Party Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Case Information:**

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Chapter: \_\_\_\_\_

Trustee: \_\_\_\_\_

Date of 341 Meeting: \_\_\_\_\_