

**UNITED STATES BANKRUPTCY ADMINISTRATOR
EASTERN DISTRICT OF NORTH CAROLINA
BRIAN C. BEHR - BANKRUPTCY
ADMINISTRATOR
434 FAYETTEVILLE ST, SUITE 640
RALEIGH, NC 27601
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**REQUEST FOR COPY OF 341 MEETING OF CREDITORS
AUDIO RECORDING**

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 Copy of 341 Meeting of Creditors Audio Recording

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 – kimberly_summerlin@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: _____