



U.S. Department of Justice

United States Trustee  
Southern and Western Districts of Texas  
Region 7

515 Rusk St., Suite 3516 (713)718-4650  
Houston, Texas 77002 FAX/718-4680

REQUEST FOR COPY OF §341 CREDITORS' MEETING(S)

PLEASE COMPLETE THE FOLLOWING REQUEST FORM AND FAX IT TO:

TO: Office of the U.S. Trustee  
Attention: Jacque Boykin  
FAX: 713-718-4670

- I hereby request a copy of the following §341 Creditors' Meeting(s):  
 Name of Debtor \_\_\_\_\_  
 Bankruptcy Case No. \_\_\_\_\_  
 Chapter (Check One) 7 \_\_\_\_\_, 11 \_\_\_\_\_, 12 \_\_\_\_\_, 13 \_\_\_\_\_.  
 Date of Creditors' Meeting \_\_\_\_\_  
 Trustee \_\_\_\_\_ Time Scheduled \_\_\_\_\_

As of April 11, 2005, the Houston Office of the U.S. Trustee started recording §341 meetings in the **HOUSTON AND GALVESTON DIVISIONS** using digital recorders, instead of tape recorders. If the meeting you are requesting was held **before April 11, 2005**, you need to submit two (2) blank 90 minute cassette tapes and we will send you a tape recorded copy of the §341 Creditors' Meeting(s).

If the meeting you are requesting was held **after April 11, 2005**, you need to submit a single store wrapped (un-opened) CD-R and your e-mail address and we will send you an audio file of the §341 Creditors' Meeting on the CD and, if possible, send it to you via e-mail. **Note:** The sizes of audio files vary and may or may not be able to be e-mailed because of their size and the size of your e-mail providers mail box (or other restrictions).

- I have enclosed (check one)  
 \_\_\_\_\_ two (2) blank 90 minute cassette tapes or  
 \_\_\_\_\_ one store wrapped CD-R.

**IMPORTANT: THIS FORM WILL NOT BE PROCESSED  
IF THE CASSETTE TAPES OR STORE WRAPPED CD ARE NOT ENCLOSED.**

- Please mail the copy of the above requested tape / CD-R to:  
 Person Requesting \_\_\_\_\_  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

- I understand that I should allow five business days to process this request. If for some reason, it is needed on an expedited basis please state the reason and the date needed:  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature