

### **GoToMeeting for 341 Meetings and Pre-hearings**

The Trustee plans to continue to use GoToMeeting for 341 meetings and pre-hearing conferences until the current social distancing restrictions are lifted or modified to allow meetings to be conducted as they were prior to COVID.

The Trustee has restricted the number of 341 meetings to 5 per hour to better manage the meetings and eliminate any excess noise or distractions while using GoToMeeting.

It is very helpful to visit with your clients about connecting with GoToMeeting while they are in their attorney's office or online with their attorney's office. Approximately 80% of Debtors use their smart phone to connect. It is a huge help to have the app installed on their phone and tested while with their attorney. If the debtor is planning to use something other than a smart phone, it is helpful to address that early so that the connection can go smooth.

### **WebEx for Court Hearings**

The Court uses WebEx to conduct hearings by vide conference. It is our understanding that the Chrome browser works best with WebEx if you are not using an iPhone or iPad to connect to the hearings. You can always find the link to the Court hearing by going to the Court's site at:

<https://www.txnb.uscourts.gov/judges-info>

Then open the Hearing Dates and Calendar section under the Judge that the hearing is with.

### **13Documents**

Most all of Debtors counsel that we work with have signed up for 13Documents. This website allows secured upload of documents to our office. Beginning March 1, 2021, we will require all documents for Chapter 13 cases to be uploaded via 13Documents. If you have not signed up for it, you can find information on our website to get that done. This is a free service and is much more secure than email. Unless the debtor is a pro se debtor, we require that all information flow through debtor's counsel to be uploaded via 13Documents. Emails sent after March 1 that contain PII will be rejected by our office.