

LAW OFFICES OF ALISA ADMIRAL, APC

CLIENT 341(A) MEETING OF CREDITORS PREPARATION CHECKLIST

	I have confirmed the date and time of the meeting: Date: _____ Time: _____
	I have a quiet place with good Wi-Fi or cell service to sit still during the meeting
	I can log in 10 minutes prior to the meeting time
	I have the meeting ID and the passcode ready
	I have practiced Zoom using the practice link or with another person
	I have tested the audio, microphone, and camera on the computer or phone I will be using for the Zoom hearing
	I know how to turn the microphone and camera off and back on again
	I will make sure my name appears on my Zoom account (e.g. Jane Smith, not iPhone, or Jane's phone)
	I have read the list of common questions
	I have reviewed the list of other possible questions
	I know "yes" or "no" is an appropriate answer to simple yes or no questions (so no need to say "yes, your honor" or "yes sir", "no, I did not", or "that is correct", etc.
	I have read the US Trustee handout
	I watched the mock 341(a) Meeting video
	I did a prep call with my attorney's office
	I will leave the meeting when my case is done (when the Trustee moves to the next case)