

OFFICE OF THE CHAPTER 13 TRUSTEE, W.D. PA
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ZOOM INSTRUCTIONS

Prior to the Conciliation Meeting or Section 341(a) Meeting of Creditors, please visit our website at www.ch13pitt.com/calendar. For those that must participate by telephone, email meetings@chapter13trusteedpa.com to receive a dial-in number to use from your telephone. Please provide the Table, Time and Case Number you are planning to attend.

- CONSISTENT WITH COURT PROCEDURES, ALL DEBTOR AND CREDITOR ATTORNEYS ARE EXPECTED TO APPEAR FOR ALL MEETINGS/CONFERENCES BY ZOOM WITH THEIR AUDIO AND VIDEO TURNED ON. ATTORNEYS ARE EXPECTED TO HAVE THEIR FULL NAMES (FIRST AND LAST) APPEAR IN THEIR ZOOM APPLICATION.
- DEBTOR ATTORNEYS ARE EXPECTED, PRIOR TO THE SECTION 341 MEETING DATE TO HAVE: (A) MET WITH THEIR CLIENTS BY ZOOM (IF THE DEBTOR(S) ARE ABLE TO APPEAR BY ZOOM) TO MAKE SURE THAT THEIR ZOOM CONNECTION WORKS AND THEIR ZOOM APPLICATIONS CONTAIN THEIR FULL FIRST AND LAST NAMES; (B) CONFIRM THAT THEY ARE PREPARED TO VERIFY IDENTITY AND SOCIAL SECURITY NUMBER(S) BASED ON ORIGINAL SOURCES; AND (C) CONFIRM THE TABLE AND MEETING I.D. TO BE USED TO CONNECT TO THE TABLE. DEBTORS ATTORNEYS SHOULD ADVISE THEIR CLIENTS THAT THERE ARE A NUMBER OF MEETINGS SCHEDULED FOR EACH HOUR, THE CASES ARE NOT ALWAYS TAKEN IN ORDER, AND EACH MEETING TAKES VARYING AMOUNTS OF TIME AND THEY MUST BE PATIENT UNTIL THEIR CASE IS CALLED.
- IF DEBTORS ARE UNABLE TO CONNECT VIA ZOOM BECAUSE OF LACK OF BANDWIDTH OR NECESSARY TECHNOLOGY, THEY SHOULD BE ADVISED TO CALL IN [AND DEBTORS ATTORNEYS SHOULD HAVE THE LAST FOUR DIGITS OF THE PHONE NUMBER AT HAND].
- CONDUCTING MEETINGS REMOTELY IS FOR THE SAFETY AND CONVENIENCE OF THE DEBTORS AND ATTORNEYS, PROVIDED THAT IT

REMAINS A PRIVILEGE. TRUSTEE RESERVES THE RIGHT TO RESCHEDULE MEETING(S) [341 MEETINGS AND CONFERENCES] FOR IN PERSON ATTENDANCE IF AND WHEN THE PROTOCOLS ARE ABUSED.

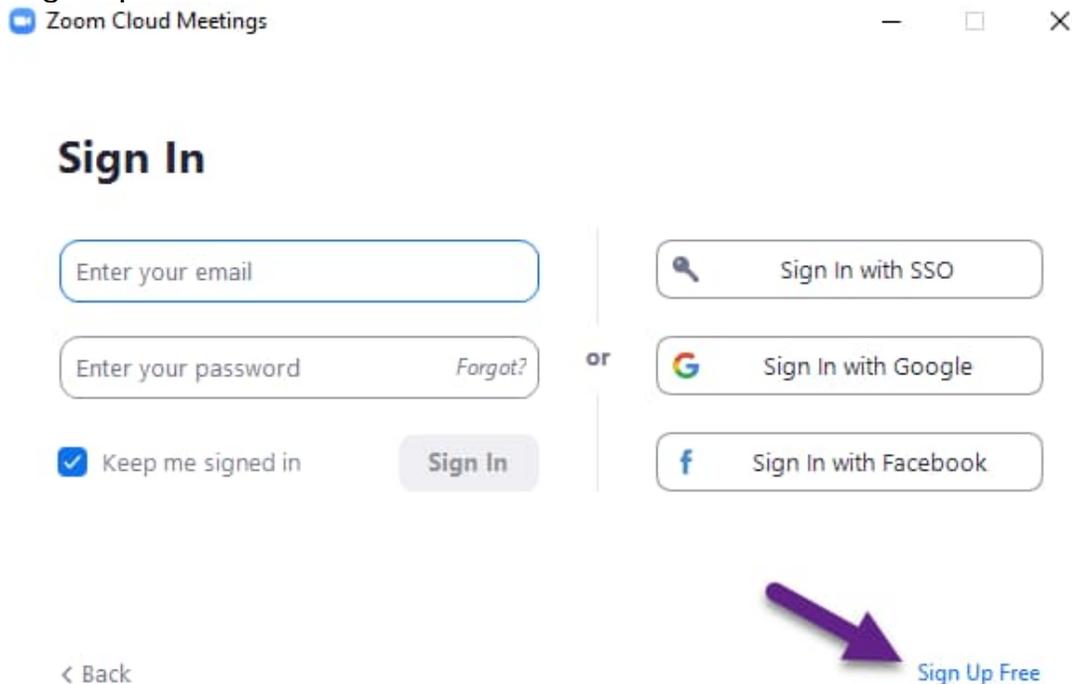
Creditors wishing to be included please email meetings@chapter13trusteewdpa.com at least 72 hours in advance with the Table, Time and Case number you are planning to attend. We will juggle meetings to accommodate all of you. If you are retained at the last moment, please email meetings@chapter13trusteewdpa.com and also use the chat room feature at the site.

How to Access the Meeting Based Upon Your Device

DESKTOP COMPUTER / Laptop:

- Equipment Needed: Camera, Speaker/Microphone.
- Instructions: Visit ZOOM and download the ZOOM application.
- [Zoom for Windows download](#)

1. Sign up for a free ZOOM account;



Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or

[Sign Up Free](#)

Follow through the sign up process until an account has been created.



Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

Already have an account? [Sign in.](#)

2. Sign into the App with your account;

Zoom Cloud Meetings



Sign In

mjohnston@chapter13trusteedpa.com

Password

[Forgot?](#)

or



Sign In with SSO



Sign In with Google



Sign In with Facebook

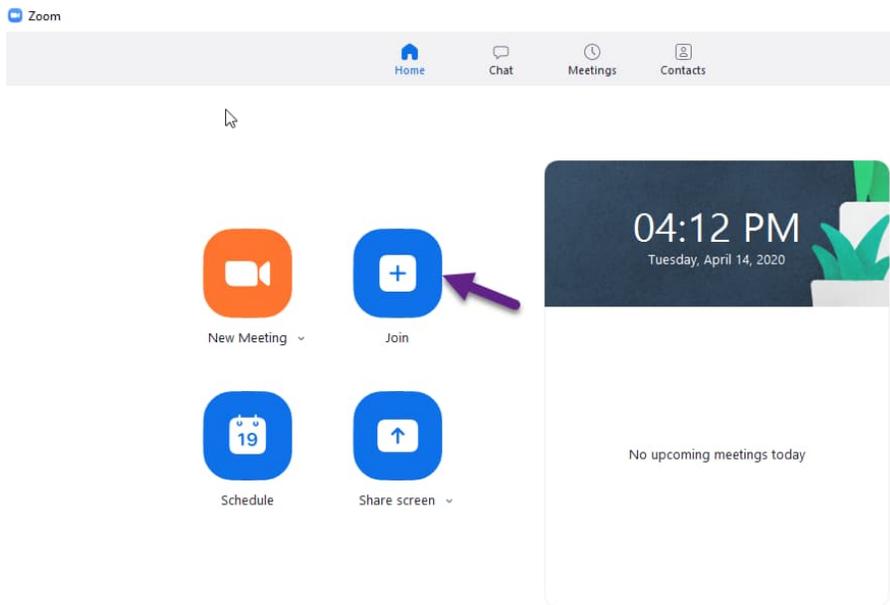
Keep me signed in

[Sign In](#)

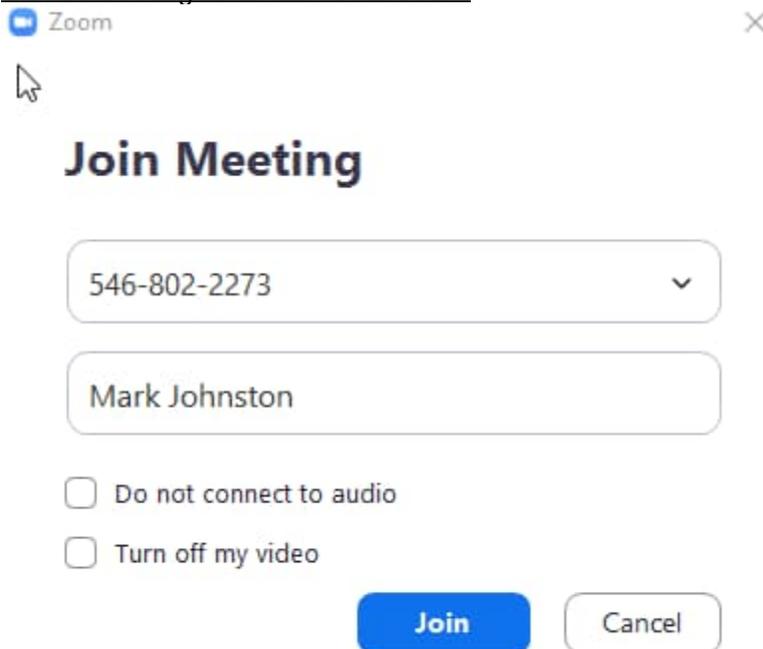
[< Back](#)

[Sign Up Free](#)

3. Choose Join;



Enter Meeting ID from the website



4. "Waiting Room" – At this point you may be placed into a virtual "waiting room." You will see the following message.

Chapter 13 Trustee's 341 Meeting / Conciliation Meetings

Kate DeSimone's Personal Meeting Room

You have been placed into a waiting room for the
Western District of Pennsylvania Chapter 13
Trustee's 341 Meeting / Conciliation Meetings.

There are currently other meetings in process.
Please be patient and maintain your connection.
You will be admitted shortly.

5. Wait until the Trustee brings you into your Meeting.

****Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.*

IPAD:

- Equipment Needed: IPAD, as it should come with a built-in camera and speaker/microphone and download App - [Zoom Cloud Meetings](#).
- Instructions:
 1. Download ZOOM App from app store. Create a free ZOOM account and login.
 2. Enter <MEETING ID> from www.ch13pitt.com/calendar;
 3. Select <JOIN WITH VIDEO>;
 4. "Waiting Room" – At this point you will be placed into a virtual "waiting room".
 5. Wait until the Trustee brings you into your Meeting.

****Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.*

SMARTPHONE:

- Equipment Needed: Smartphone and download App – [Zoom Cloud Meetings for iPhone](#), or [Zoom Cloud Meetings for Android](#).
- Instructions:
 1. Download ZOOM App from app store. Create a free ZOOM account and login.

2. Enter <MEETING ID> from www.ch13pitt.com/calendar;
3. Select <JOIN WITH VIDEO>;
4. "Waiting Room" – At this point you will be placed into a virtual "waiting room".
5. Wait until the Trustee brings you into your Meeting.

****Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.*