

**Standing Panel of Chapter 7 Trustees
United States Bankruptcy Court
District of Oregon, Portland Division**

SUMMARY OF MEETING RESCHEDULING POLICY

This form attempts to summarize the policy related to requests to reschedule meetings of creditors. For more detailed information, please consult with the complete U.S. Trustee policy on rescheduling meetings of creditors. The policy and the notice of rescheduled meeting are available by contacting individual trustees or the Office of the United States Trustee. This is only a summary and specific questions should be directed to the trustee assigned in the case.

General Rule on Rescheduling Meetings

The general rule is that meetings of creditors will not be reset due to the unavailability of either the debtor or the debtor's attorney.

Exceptions to General Rule

Limited exceptions to the general rule might be available in the event of a family or medical emergency regarding a critical immediate health threat.

Not Exceptions

Certain common reasons used for rescheduling meetings of creditors are not considered exceptions to the general rule. Those reasons include business or personal travel by the debtor or the debtor's attorney, work schedule of either the debtor or the debtor's attorney including other court appearances, routine medical appointments, change of residence or work location, failure to properly calendar the meeting, and alleged failure to receive the meeting notice.

Procedure for Requesting Rescheduling

As soon as the problem arises, the debtor or attorney should contact the trustee in writing with a copy to the U.S. Trustee. The writing should contain the debtor's name and case number, the date and time for the scheduled meeting of creditors, the reason for the request, and any limitations on dates subsequent to the scheduled meeting date. The trustee will advise the requesting party if the request has been granted and the date and time of the new meeting.

If the request is granted more than 10 days prior to the meeting, the requesting party must send a notice of the continued meeting date and time to all creditors and parties in interest in the case. If the request is granted less than 10 days prior to the meeting, the requesting party must attempt to give notice by telephone or facsimile to those creditors and interested parties that are likely to attend the meeting.