

U.S. Department of Justice

United States Trustee
Northern and Eastern
Districts of California and Nevada

Office of the United States Trustee
235 Pine Street, Suite 700
San Francisco, CA 94104

Phone: (415) 705-3333
Fax: (415) 705-3379

341 MEETING CD DUPLICATION PROCEDURE

1. Complete the "CD DUPLICATION REQUEST FORM" below.
2. Provide us with ***blank CD***. **NO EXCEPTIONS.**
3. Provide us also a ***self-addressed STAMPED envelope*** to send the copied CD directly to you unless other return delivery is noted.
4. Please allow 7 working days for completion and delivery. ***There is no fee for service provided.***
5. **No written transcript is provided.**
6. Please call the Office of the U.S. Trustee if you have any additional questions at (415) 705-3333.

**CD Duplication Request Form
(Type or Print)**

Name of Requestor: _____

Mailing Address: _____

City/State/Zip: _____ **Telephone (____)** _____

Case Name: _____ **Case No.** _____

Date of Hearing: ____ / ____ / ____ **Time:** _____ **Venue (SF or SR)** _____

Bankruptcy Case (please mark): Chapter 7 ____ Chapter 11 ____ Chapter 12 ____ Chapter 13 ____

Last Name of Trustee: _____ **CD Track No.:** _____ (for US Trustee use only)

