

**CHAPTER 11 ADMINISTRATIVE OBLIGATIONS  
ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of *Guidelines for Chapter 11 Cases: Operating Instructions and Reporting Requirements* (“OIRR” or “Guidelines”), thoroughly reviewed it, and will comply with same. I attended the initial debtor interview (“IDI”) conducted by a Bankruptcy Analyst/Auditor of the U.S. Trustee’s office and I fully understand the administrative obligations of a Chapter 11 Debtor-in-Possession that were reviewed with me as summarized below:

1. As outlined in Section VI of the Guidelines, I will provide the documents required for the IDI and any additional documents requested to the U.S. Trustee’s office within a reasonable time period.
2. As outlined in Section X, I and my attorney will attend the initial 341 creditors meeting which has been scheduled for \_\_\_\_\_. I understand that in the Northern District my attorney is responsible for the timely mailing of notice to creditors. If I am an individual, I will bring to the meeting of creditors (a) proof of my identity and (b) proof of my social security number.
3. As outlined in Section IV, I will file the schedules and statement of financial affairs or file an extension by the deadline set by the Bankruptcy Court (“Court”) which is \_\_\_\_\_.
4. As outlined in Section VIII, I have closed or will close all existing pre-petition bank accounts and move those funds into a debtor-in-possession (“DIP”) bank account(s) at an approved financial institution in Region 6. I will provide to the U.S. Trustee a voided check, bank statement, or other bank documentation that contains the full account number for each DIP bank account and proof that all pre-petition accounts have been closed.
5. As outlined in Section VII, I will add the U.S. Trustee as a notified party on my insurance policies, maintain adequate insurance coverage, and provide the U.S. Trustee’s office with sufficient proof of insurance at the IDI and when policies are renewed.
6. As outlined in Section XII, I will timely file all periodic operating reports no later than the 21<sup>st</sup> day of the month following the reporting period. If applicable, I will also file periodic financial reports for entities in which the debtor holds a substantial or controlling interest every 6 months.
7. Unless my case has been filed under subchapter V, I will pay all quarterly fees assessed by the U.S. Trustee’s office as outlined in Section XIII. I understand interest may be assessed if not paid timely and unpaid balances may be referred to the Department of the Treasury to attempt collection.
8. As outlined in Section XIV, I understand that there are rules and guidelines that I must adhere to regarding the employment of professionals and that I cannot pay them without Court authority.
9. As outlined in Section XV, I understand that there are exclusivity periods and statutory deadlines that must be adhered to when filing disclosure statements and plans.

**I understand that failure to timely comply with any requirement is cause for the U.S. Trustee or another party to seek dismissal, conversion to another chapter of the bankruptcy code, appointment of a chapter 11 trustee or examiner, or other applicable relief.**

Case Name \_\_\_\_\_ Case No. \_\_\_\_\_

IDI Conducted By \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Debtor or Authorized Representative

Print Name \_\_\_\_\_ Title \_\_\_\_\_