

From: **USTP Representative**
To: **Debto's counsel**
Cc: **AUST**, **Trial Attorney**
Subject: **Case Name** ; Chapter 11 Case No. 19-****
Date: **Date**
Attachments: [Declaration of Pre-Petition Accounts and Opening of DIP Accounts\(s\).pdf](#)
[Initial Debtor Information Worksheet.pdf](#)
[McDade Authorization Form.pdf](#)
[Receipt and Certification of Understanding of Operating Guidelines and Reporting Requirements of the United States Trustee.pdf](#)
[Authorization For Release of Information.pdf](#)
[Operating Guidelines and Reporting Requirements For Chapter 11 Cases.pdf](#)
[Individual and Small Business Debtor Monthly Operating Report.pdf](#)
[Debtor in Possession Statement for Depository.pdf](#)
[Region 1 Authorized Depository List.pdf](#)

Dear Attorney ****:

Attached please find documents relating to the U.S. Trustee Office's Operating Guidelines and Reporting Requirements For All Chapter 11 Cases (OGRR), including the scheduling of an initial debtor interview. The attached documents are also posted to the U.S. Trustee Office's web-site for Region One - http://www.justice.gov/ust/r01/reg_info.htm

I would like to schedule the initial debtor interview for **Day**, **Date** at *Time* am. Please confirm your availability and that of your client's for this meeting.

The OGRR requires the Debtor to submit several documents, which are outlined in a chart within the OGRR, starting on page 7. Please note that while most documents are due within 14 days of the bankruptcy filing, proof of adequate insurance coverage is due immediately, no later than 2 business days of the bankruptcy filing. Evidence should be in the form of a Certificate of Insurance with the U.S. Trustee's Office listed as a notified party. With the exception of the insurance certificate, please bring the other documents to the initial debtor interview.

Please note that upon the filing of the case, the Debtor must **immediately** close pre-petition bank accounts and deposit the funds into new "Debtor-in-Possession" (DIP) bank account(s). Note that outstanding checks that have not cleared pre-petition bank accounts at the time of filing should not be permitted to clear. All financial transactions involving property of the estate must be made through the DIP account(s). All receipts must flow through the DIP account(s). All disbursements should be by check.

The debtor should collect copies of all bank statements and cancelled checks for every pre-petition bank account held by the Debtor or to which the Debtor had or has access for the six months prior to filing and submit them no later than 14 days after filing. Please bring to the meeting if possible.

Thank you.

**USTP Representative **
Office of the U.S. Trustee
*****Street Address*****
*****City, State, Zip Code***
Office: *****Ext. **
E-mail: *****