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To: [Gaudrault, Amy \(USTP\)](#)
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Subject: Trustee Interim Distribution Procedures
Date: Wednesday, May 30, 2018 11:32:00 AM

Dear Trustees:

As appropriate, Motions for Trustee Interim Distributions (“TIDs”) promote the goals of maximizing and expediting dividends to creditors. As a reminder of our TID procedures outlined in the August 4, 2014 memorandum from U.S. Trustee Bill Harrington, the proposed TID package should include the following:

- Trustee’s Motion
- Exhibit A – Form 1 Individual Estate Property Record And Report
- Exhibit B – Form 2 Estate Cash Receipts And Disbursements Record
- Exhibit C – Analysis of Claims Register
- Exhibit D – Trustee’s Proposed Distribution
- Proposed Order

If applicable, interim fee applications should also be included as part of the TID package.

If electronic bank statements are not available to our office on a portal, please include the most recent bank statement.

The TID package should be e-mailed to the address used for submitting TFRs (i.e. USTP.Region01.TFR@usdoj.gov). The subject line of the e-mail should be the 10 digit case number followed by the debtor’s last name, the initialism “TID” and the trustee’s last name.

We will review TIDs within 30 days. Once our office sends you an e-mail that we have no objection to your proposed TID, you are free to file the TID with the Court.

Please let me know if you have any questions.

Thank you.

Amy

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