



U.S. Department of Justice

**Office for United States Trustees
Districts of Maine, Massachusetts,
New Hampshire and Rhode Island**

*John W. McCormack Post Office and Courthouse
5 Post Office Square, Suite 1000
Boston, MA 02109-3934
Phone: 617-788-0400 Fax: 617-565-6368*

MEMORANDUM

TO: Region 1, Chapter 7 Trustee Panels
FROM: William K. Harrington, United States Trustee
RE: Amendment to Consolidation Procedures - - Trustee Interim Distributions and Interim Fee Applications

DATE: August 4, 2014

The United States Trustee is implementing a new procedure for the submission and review of Motions for Trustee Interim Distributions (TIDs) and Interim Fee Applications (IFAs). Please note that the procedural changes outlined herein do not alter the United States Trustee's position that ordinarily TIDs and IFAs should only be filed when the trustee is making an interim distribution to creditors and the trustee is providing substantial services to the estate over an extended period of time.

TIDs will now be reviewed by a team of staff members ("Reviewers") from around the Region who may not be stationed in your local United States Trustee's Office. This represents a change from the procedure originally announced in December 2013. Accordingly, it is very important that you carefully review the guidelines and procedures set forth in this memorandum and ensure that your staff is informed concerning these changes, which will be implemented beginning with all TIDs and IFAs submitted by electronic means on and after August 4, 2014.

Please note that with respect to the rare occasion (if any) that an interim fee application is filed that is not connected with a TID / IFA such request should still be submitted to and handled by your local United States Trustee's office in accordance with procedures established by the local office.

TID/IFA Submissions

Under the amended consolidated procedure, all TID/IFA submissions will be sent electronically to the following designated mail box below.

- Please do not submit your TID to the USBC until after it has been reviewed by the designated reviewer.

- The Reviewer will review the TID and provide you with a response within 30 days of submission.
- If the UST has no comments or objections, you will receive an e-mail from the Reviewer so advising you.
- TIDs will be filed electronically by you with the USBC after the Reviewer provides you with the statement of “no objection.”

Submission of TID

- Prepare the Motion, ensuring the motion contains your electronic signature and required exhibits. The four exhibits are the same as those for a TFR:

Exhibit A	Individual Estate Property Record (Form 1)
Exhibit B	Cash Receipt and Disbursement Record (Form 2)
Exhibit C	Claims Review Analysis
Exhibit D	Proposed Distribution Report

- Financial account numbers must be redacted and only the last four digits of a financial account number may be shown.
- Proposed form of Order (Massachusetts and Maine)
- Scan or download the most recent bank statement which reflects a balance matching the TID.
- Email the TID, and bank statements to:

USTP.Region01.TFR@usdoj.gov

(Note: This e-mail address is for both TFRs and TIDs)

- The subject line of the email must be formatted in the same manner as the TFR and TDR, with the exception that “TID” or “IFA” will be inserted in place of “TFR” and “TDR.”

Example: 01 I-13-1xxxx Smith TID Trustee
 02 I-13-2xxxx Smith TID Trustee
 03 I-13-3xxxx Smith TID Trustee

- The attachments to the email must be named as follows:
 - TID: Ten Digit Case number, debtor’s last name, TID, Trustee’s last name
 - Proposed Order: Ten Digit Case number, debtor’s last name, TID, Trustee’s last name
 - Bank Statement: Ten Digit Case Number, debtor’s last name, Bank Statement, Trustee’s last name
- To the extent applicable, attach any additional documents that may be required by the Bankruptcy Court through Administrative Order, Local Rule, or current practice.

Beverly Patterson: (odd numbered cases from Mass, NH and RI)
 Paralegal Specialist
 Office of the U.S. Trustee
 446 Main St. 14th floor

Worcester, MA 01608

Maureen Juliano: (even numbered cases from Mass, NH and RI)
Paralegal Specialist
Office of the U.S. Trustee
1000 Elm St. Suite 605
Manchester, NH 03101

Lynn Whiting: (all cases from Maine)
Paralegal Specialist
Office of the U.S. Trustee
537 Congress St., Suite 303
Portland, ME 04101

Treatment of Requests for Administrative Expenses

Please include the fee applications as an attachment to the email containing the TID and name the attachment as follows:

Seven digit case number, Name, Trustee Fee App,

Seven digit case number, Name, Attorney Fee App.

Interim fee applications should be transmitted to the TFR mailbox identified above.

Interim fee applications should be sent to the same TFR mailbox for review with the same file naming configuration as detailed above. The Reviewer will identify any problems and propose an appropriate resolution. The professional will have 48 business hours to respond. If the Reviewer is unable to resolve the concern, the matter will be referred to the appropriate local office to resolve.

Conclusion

We understand that there will be some adjustment to the new procedure and the process may change as we move forward. Please be patient and carefully review the information provided in this memorandum. If you have any questions or feedback concerning the consolidation process, please contact Gary Donahue, Assistant U.S. Trustee, Providence, RI at Gary.L.Donahue@usdoj.gov.