



U.S. Department of Justice

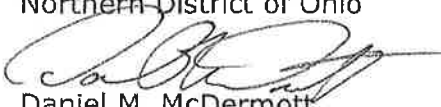
Office of the United States Trustee

Ohio and Michigan, Region 9

Howard M. Metzbaum Federal Courthouse  
201 Superior Ave. E.  
Suite 441  
Cleveland, OH 44114-1240

Phone: 216-522-7800  
Fax: 216-522-4988

**To:** Region 9 Chapter 7 Trustees  
Northern District of Ohio

**From:**   
Daniel M. McDermott  
U.S. Trustee

**Date:** March 16, 2012

**Re:** Consolidation of the Review of Trustee Distribution Reports  
**Effective – April 1, 2012**

As part of the ongoing efforts to improve operations, the review of Trustee Distribution Reports ("TDRs") is being consolidated under two reviewers for the Region. The goal is to provide a more consistent and timely review of these reports. The TDR reviewers will be Helayne Loeb, Paralegal in the Cleveland UST Field Office, and Melody Shade, Legal Clerk in the Columbus UST Field Office.

Please carefully read this letter and ensure your staff reads this letter as it provides instruction on how and where to deliver your TDRs on and after April 1, 2012. This may be different than current procedures.

**TDR Submissions**

As in the past, TDRs will be submitted to the United States Trustee after all checks have cleared and you have the original zero balance bank statement(s) and all canceled checks (except those previously submitted with the Trustee Final Report (TFR)). The TDR and supporting documentation should be submitted within 125 days after the entry of the order allowing final compensation and expenses to you and other estate professionals.

Below is the procedure you must follow for the submission and review of your TDRs:

**Include in the Hard Copy Submission:**

1. A printed copy of the Notice of Final Report (NFR) as a cover page. If there have been subsequent changes, submit the most current Report of Distribution.
2. Cancelled checks, voided checks, and returned checks in numeric order to the extent possible. Do not include deposit advices.
3. Bank statements, most current on top, separated by account.

4. In cases with \$50,000 or more in disbursements, include a paper copy of the TDR or a copy on CD. (Bank records cannot be provided on CD.)

5. The hard copy package should be mailed to:

Office of the United States Trustee  
Attn: Helayne Loeb, Paralegal  
201 Superior Ave. E., Suite 441  
Cleveland, Ohio 44114

(Although hard copies may be dropped off at the local UST field office, mailing is recommended to avoid delays and facilitate standardized procedures.)

**Include in the Electronic Submission:**

1. The data-enabled electronic TDR, ensuring that the report contains your electronic signature and all nine required exhibits. The nine exhibits are:

Exhibit 1	Gross Receipts
Exhibit 2	Funds Paid to Debtor & Third Parties
Exhibit 3	Secured Claims
Exhibit 4	Chapter 7 Administrative Fees and Charges
Exhibit 5	Prior Chapter Administrative Fees and Charges
Exhibit 6	Priority Unsecured Claims
Exhibit 7	General Unsecured Claims
Exhibit 8	Form 1 - Individual Estate Property Record <sup>1</sup>
Exhibit 9	Form 2 - Cash Receipts and Disbursements Record <sup>2</sup>

2. The data enabled pdf of the TDR attachment must be named in a specific format and order so that the reviewer can easily identify the Court, case number and trustee. (A three digit prefix will be added to the case number corresponding to the UST ACMS Court designation.)

- a. Three digit prefix -
  - 471 for Cleveland
  - 473 for Toledo
  - 474 for Youngstown
  - 475 for Akron
  - 476 for Canton
- b. Seven digit case number
- c. Debtor last name or first name of business
- d. TDR
- e. Trustee last name.

Example Cleveland:	471-11-11150 Brown TDR Smith
Example Toledo:	473-11-31150 Brown TDR Smith
Example Youngstown:	474-11-41150 Brown TDR Smith
Example Cleveland:	475-11-51150 Brown TDR Smith
Example Toledo:	476-11-61150 Brown TDR Smith

<sup>1</sup> Ensure that all personally identifiable information is redacted on Exhibit 8 and 9. Personally identifiable information includes full social security numbers, taxpayer-identification numbers, birth dates, names of minor children and financial account numbers. It does not include estate tax identification numbers and bank account numbers.

<sup>2</sup> See footnote 1.

3. Send the electronic TDR to the following email address:  
[USTP.Region09.TDR@usdoj.gov](mailto:USTP.Region09.TDR@usdoj.gov)
4. The subject line of the email must be specific for automatic email rules. For all Northern District of Ohio cases please use: **TDR-CL**

The hard copy of the documents and the email should be sent at the same time.

After the review is complete, the original bank statements and checks will be returned to you. Please ensure that these records, along with all estate records, are retained in accordance with the *Handbook for Chapter 7 Trustees* at pp 9-23 to 9-25. Ensure compliance with any local rules regarding the electronic filing of verified documents or documents signed under penalty of perjury. The United States Trustee will no longer retain the original or a hard copy of the TDR.

### **Errors and Corrections**

If the TDR submission contains an error and cannot be approved, you will be sent an email containing a description of the problem. You will have five business days to respond and provide the missing or corrected information. If the error requires the submission of a new electronic TDR, the report should be sent to the above email address with the following subject line: **Corrected TDR-CL**

The corrected data enabled pdf of the TDR should have "-COR" inserted in the original name. (See #2 under Electronic Submission.)

Example Cleveland:	471-11-11150 Brown TDR- <b>COR</b> Smith
Example Toledo:	473-11-31150 Brown TDR- <b>COR</b> Smith
Example Youngstown:	474-11-41150 Brown TDR- <b>COR</b> Smith
Example Cleveland:	475-11-51150 Brown TDR- <b>COR</b> Smith
Example Toledo:	476-11-61150 Brown TDR- <b>COR</b> Smith

Errors and responses will be tracked to ensure the accurate submission of reports and timely resubmissions of corrections. Habitual problems will be addressed promptly with the trustee.

It is understandable that there may be some adjustments to this new procedure and the process may change or be refined as it moves forward. To make these changes as seamless as possible, carefully review the information provided in this letter, ensure that your staff is made aware of these changes, and call or email the contact person named below if you have any questions or feedback concerning the information contained herein.

### **Contact Information**

General information: Risa R. Sheeler, Regional Bankruptcy Analyst  
216-522-7800, Ext. 227  
[Risa.r.sheeler@usdoj.gov](mailto:Risa.r.sheeler@usdoj.gov)

Case information: Helayne Loeb, Paralegal Specialist  
216-522-7800, Ext. 244  
[Helayne.Loeb@ust.doj.gov](mailto:Helayne.Loeb@ust.doj.gov)

