

From: [Rettagliata, Lynda A. \(USTP\)](#)
To: [Rettagliata, Lynda A. \(USTP\)](#)
Subject: Case Name Case Number: Chapter 11 Trustee Obligations
Date: Tuesday, January 21, 2020 11:41:26 AM

Dear (INSERT CHAPTER 11 TRUSTEE NAME)

The following information is being sent to you as the chapter 11 trustee appointed as of (INSERT DATE OF APPOINTMENT) in the above case.

For your reference the chapter 11 Trustee Handbook can be located at <https://www.justice.gov/ust/private-trustee-handbooks-reference-materials/chapter-11-handbooks-reference-materials>

Bond:

Pursuant to the handbook, as chapter 11 Trustee you are obligated to maintain a bond. The attached bond was provided to our office but was not signed by you or filed on the docket. Please sign and file the bond on the docket.

The bond must be adjusted to reflect collection or liquidation of assets of the estate. As Chapter 11 Trustee you must immediately inform me and (INSERT TRIAL ATTORNEY'S NAME) of this office when additional assets are collected so the United States Trustee can make a determination as to whether the bond is sufficient or changes are required.

Insurance:

The Debtor is required to maintain insurance coverage for all of its assets. Proof of insurance must be forwarded to this office. NOTE: The Office of the United States Trustee should be added as a Certificate Holder on all insurance policies.

Monthly Operating Reports:

The Debtor will be required to complete the monthly operating reports. The monthly operating report must be electronically filed with the court, along with the bank statements for the reporting period, by the 20th of the subsequent month.

The first monthly operating report ("MOR") is for the period of (INSERT TIME FRAME) and is due by (INSERT DUE DATE). All future MORs must cover an entire calendar month from the 1st of the month to the end of the month and will be due by the 20th of the following month.

The monthly operating report forms as well as the United States Trustees Operating Guidelines and Reporting Requirements may be located at <https://www.justice.gov/ust-regions-r02/region-2-general-information>

Quarterly Fees:

The first quarterly fee invoice will cover the (INSERT QUARTERLY FEE PERIOD) The invoice will be mailed to your address as the Chapter 11 Trustee.

Payment of Quarterly Fees should be made payable to the Office of the United States Trustee. The check and the invoice stub should be mailed directly to payment center at:

**US Trustee Payment Center
PO Box 6200-19
Portland, OR 97228-6200**

To ensure that payment is properly applied to appropriate account, please reference the case number 071-(INSERT CASE NUMBER) on all checks.

Retention Applications:

All retention applications for professionals retained by the Debtor should be provided to (INSERT TRIAL ATTORNEY's NAME), the US Trustee trial attorney assigned to this case, who has been cc'd on this email.

We look forward to your response. Should you have any questions regarding the above, feel free to contact this office.

Regards