



**U.S. Department of Justice
United States Trustee
Region 6**

*Northern District of Texas
Eastern District of Texas
1100 Commerce Street Room 976
Dallas, TX 75242
Cheryl.h.wilcoxson@usdoj.gov*

January 17, 2020

RE: Trustee Interim Reports for Chapter 7 Cases

Dear Trustee:

This is to remind you that the Trustee Interim Reports on your chapter 7 cases are due in the Office of the U.S. Trustee by January 31, 2020. These reports are for the period ending December 31, 2019. The internal procedures now require the trustee to submit the Trustee Interim Reports (TIRs) in **both .pdf and .xls (Excel) format**. We would **prefer an email file** but a CD would be acceptable. Please do not send paper reports. Your email should include the trustee's name in the subject line and send to my direct address, Cheryl.h.wilcoxson@usdoj.gov.

You should include only one Form 3 in .pdf and one in .xls with the reports. All asset cases being administered during the reporting period should be listed on Form 3. I have attached a list of your asset cases as well as your no-asset cases shown as open on our automated system. Your Form 3 should include all cases on the asset list **plus** any no-asset cases older than **120 days** past the §341 meeting date. You need not list any no-asset cases in which you submitted an NDR within **120 days** of the §341 meeting. The "old" (over 120 days) no-asset cases must also have a Form 1 for each case. A Form 2 is necessary only if there is money in the case.

It is necessary to complete Forms 1 and 2 **except** when:

1. A final account (TDR) was filed for an asset case during the current or prior reporting period;
2. A final report (TFR) was submitted for an asset case during the current or prior reporting period;
3. A final report was filed for an asset case that was converted, dismissed, or reassigned during the current reporting period; or
4. A no-asset report (NDR) was filed for an asset case during the current reporting period.

Please be certain that Form 2 lists all transactions from the filing date (or date of conversion to chapter 7) through the end of the reporting period. This includes the posting of bank interest through the end of September. This is also a good time to check for adequate bonding on all estate funds and to ascertain that bar dates have been set on all asset cases. **All Forms 2 must include Uniform Transaction Codes.**

If there are discrepancies between my list and yours, please do not hesitate to contact me so that we may resolve these differences. Thank you for your attention to these matters.

Very truly yours,

Cheryl Wilcoxson
Bankruptcy Analyst