



U.S. Department of Justice

*Office of the United States Trustee
District of Maryland*

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Communications by Office of the United States Trustee Regarding Administrative Matters

Case Name: _____ Case Number: _____

Part I : Purpose

The United States Trustee is responsible for supervising the administration of cases under chapters 7, 11, 12, and 13 of the United States Bankruptcy Code. 28 U.S.C. § 586. To fulfill this responsibility, the United States Trustee has issued Guidelines for Debtors-in-Possession. The Guidelines impose certain administrative and reporting responsibilities on chapter 11 debtors-in-possession. In addition, debtors-in-possession must comply with certain statutory requirements such as a requirement to pay quarterly fees to the United States Trustee. 28 U.S.C. § 1930(a)(6). The local Office of the United States Trustee is available to assist debtors-in-possession in fulfilling these requirements. In addition, it is frequently necessary for the Office of the United States Trustee to contact debtors-in-possession concerning missing documents, incomplete forms, and other administrative matters.

Part II: Waiver election

_____ The Office of the United States Trustee **MAY** contact my client directly concerning the administrative requirements of the United States Trustee. These requirements include the proper completion of operating reports, the maintenance of appropriate insurance, banking arrangements, and the payment and calculation of quarterly fees.

_____ The Office of the United States Trustee **MAY NOT** communicate directly with my client concerning the administrative requirements of the United States Trustee.

Counsel to Debtor Signature

Date