

Document Request/Scheduling email for business cases

Counsel,

Attached you will find a copy of the Chapter 11 Guidelines and Forms as well as the PDF version of the monthly operating report (MOR). **Please forward a copy to your client.** The forms will be reviewed at the Initial Debtor Interview (IDI).

The Initial Debtor Interview (IDI) needs to be scheduled and I would propose (DATES). These meetings typically last 1 – 1.5 hours and both counsel and the debtor's owner should attend. The meeting will be held **here in our office at 6305 Ivy Lane, Suite 600**, Greenbelt, MD. The Meeting of Creditors is currently scheduled for **(DATE and TIME)** at 6305 Ivy Lane, Greenbelt, MD in the meeting rooms.

The following items should be sent to our office **two business days prior to the IDI date:**

- 1 - Three most recent bank statements for all financial accounts that were open during the 3 months prior to the petition date
- 2 - Check register for 3 months prior to the petition date
- 3 - Two most recent tax returns and all supporting schedules
- 4 – Declaration page of any insurance policies if a certificate of insurance cannot be provided in time for the IDI (see Item 8)
- 6 – Most recent financial statements for the business (balance sheet and Profit & Loss Statement)
- 7 – Most recent payroll report that is available

The following documents will also be needed as soon as they become available:

- 8 – Certificate of insurance for any property, liability, vehicles, workers' comp, personal property assets, etc listing the US Trustee (name and address) as notice holder
- 9 - Proof of opening new bank account(s) at an approved bank by having the bank and the debtor complete Exhibit 3 in the Guidelines (page 12 plus see attached)

Please note that if your client has a controlling interest of 20% or more in any entities, then Official Form 426 must be filed at least 7 days prior to the Meeting of Creditors.

Should you have questions in the meantime, please give (Trial Attorney or Analyst) a call.

Document Request/Scheduling email for individual cases

Counsel,

Attached you will find a copy of the Chapter 11 Guidelines and Forms as well as the PDF version of the monthly operating report (MOR). **Please forward a copy to your client.** The forms will be reviewed at the Initial Debtor Interview (IDI).

The Initial Debtor Interview (IDI) needs to be scheduled and I would propose (DATES). These meetings typically last 1 – 1.5 hours and both counsel and the debtor's owner should attend. The meeting will be held **here in our office at 6305 Ivy Lane, Suite 600**, Greenbelt, MD. The Meeting of Creditors is currently scheduled for **(DATE and TIME)** at 6305 Ivy Lane, Greenbelt, MD in the meeting rooms.

The following items should be sent to our office **two business days prior to the IDI date:**

1. Statements for all financial accounts that were open from 3 months prior to the petition date for debtor and any accounts held by non-filing spouse, if applicable
2. Most recent paystub, if applicable
3. Most recent W2, if applicable
4. Two most recent tax returns filed
5. Declaration page of the insurance policy for any assets owned
6. Financial statements for past year and year to date for any business owned, if applicable
7. Three most recent bank statements + check register for any business owned, if applicable

The following documents, to the extent possible, should be brought to the IDI:

8. Certificate of insurance on assets (property and vehicles) listing the US Trustee (name and address) as notice holder (see Guidelines for further information)
9. Proof of opening new bank account(s) at an approved bank by having the bank complete Exhibit 3 in the Guidelines (see attached)
10. Proof of closing bank accounts that were open at the petition date
11. Voided check from new bank account listing "Debtor In Possession" on the face of the check

Please note that if your client has a controlling interest of 20% or more in any entities, then Official Form 426 must be filed at least 7 days prior to the Meeting of Creditors.

Should you have questions in the meantime, please give (Trial Attorney or Analyst) a call.