



**U.S. Department of Justice**

*United States Trustee  
Region 4, Maryland, South Carolina, Virginia  
West Virginia and the District of Columbia*

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**MEMORANDUM**

**TO:** Chapter 7 Panel Trustees  
**FROM:** United States Trustee  
**RE:** Consolidation of Review of Trustee Distribution Reports  
**DATE:** November 27, 2013

As part of our effort to improve operations, we are changing the manner in which we review Trustee Distribution Reports (TDR). Our goal is to provide a more consistent and timely review of these reports. 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 or after December 9, 2013.

**Case Assignment**

Cases will be assigned to Reviewers based on the last two digits of the case number. The assignment list and contact information for the Reviewers is:

Cases may be reassigned based on inventory levels, duty assignments, leave requests, and at the discretion of the supervisor.

**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 bank statement and all canceled checks. The TDR 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 an outline of the procedure you must follow for the submission and review of your TDRs:

1. Cancelled checks, voided checks, and returned checks in numeric order to the extent possible. Do not include deposit advices.
2. Bank statements, most current on top, separated by account.
3. Print and attach to the bank statements, a 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.
4. In cases with \$50,000 or more in disbursements, include a hard copy of the TDR with the bank records.
5. Prepare 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
Exhibit 9	Form 2 – Cash Receipts and Disbursements Record

- Email the data-enabled TDR to:

[USTP.Region04.TDR@usdoj.gov](mailto:USTP.Region04.TDR@usdoj.gov)

The email size must not exceed 8 megabytes. If the email exceeds the size limit, it may be rejected. You may need to divide the attachments and send in more than one email. Please see below regarding the subject line of the email.

- The subject line of the email must contain the following information in the stated order: case number (10 digit number, including three digit UST court designator prefix – see attachment A), space, debtor's last name (or if a business, the first two words of the business name), space, document abbreviation (i.e. TDR), space, trustee's last name. Example: 2031201678 Green TDR Jones (individual debtor(s)); 2031204568 Brown Construction TDR Jones (business debtor) – Jones would be the chapter 7 trustee in these examples.

After the review is complete, the original bank statements and cancelled 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.

### **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 in the format set forth in attachment B. 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 subject line of the email should note that the TDR is amended/corrected.

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

### **Conclusion**

We understand that there will be some adjustment to the new procedure and the process may change as we move forward. Please be patient and carefully review the information provided in this memorandum. If you would like all inquiries and corrections to be sent to someone other than you or if you have any questions or feedback concerning the consolidation process, please contact

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Thank you in advance for your cooperation. We look forward with you to a more efficient, consistent, and timely review of your Trustee Distribution Reports.

## Division Information

<u>ACMS Group Designator</u>	<u>Division Name</u>	<u>Division #</u>	<u>Court</u>
AX	Alexandria	221	Eastern District of Virginia
	District of Columbia	900	District of Columbia
BA	Baltimore	161	District of Maryland
CO	Columbia	203	District of South Carolina
CT	<b>Charleston</b>	252	Southern District of West Virginia
	Parkersburg	250	Southern District of West Virginia
	Bluefield	251	Southern District of West Virginia
	Huntington	253	Southern District of West Virginia
	Beckley	255	Southern District of West Virginia
	<b>Wheeling</b>	245	Northern District of West Virginia
	Clarksburg	241	Northern District of West Virginia
	Elkins	242	Northern District of West Virginia
	Martinsburg	243	Northern District of West Virginia
NO	Norfolk	222	Eastern District of Virginia
	Newport News	224	Eastern District of Virginia
RH	Richmond	223	Eastern District of Virginia
RN	Roanoke	237	Western District of Virginia
	Harrisonburg	235	Western District of Virginia
	Lynchburg	236	Western District of Virginia
RK	Greenbelt	160	District of Maryland

**UNIFORM REPORTS TDR ERROR/OMISSION CODES**

(Notes are to be placed on comment line of screen 6 of the TDR entry)

<b><u>E/O:</u></b>	<b><u>MEANING</u></b>
HARD COPIES	Hard copies of canceled checks, bank statements & NFR were not rec'd by UST
BK ST	Bank statements are missing
CHK	Canceled checks are missing
NFR	NFR was not attached
INT WRKSHT	Interest/Refund to Debtor worksheet was not attached
ROD	Report of Distribution (or (PROD; DDR, etc.) was not attached
NEEDS ROD	Report of Distribution (PROD; DDR, etc.) was not filed with court (if distribution changed from the time of the filing of the TFR)
PDF	Problem w/the PDF that was sent
TDR/PG. 1	Error(s) found in paragraph 2 "box" on pg. 1
GRS RCPTS/EX. 1	Gross receipts on pg. 1 of the TDR do not match what is listed on pg. 3, Exhibit 1 of the TDR
TR F/E	Trustee's fees/expenses are incorrect
PROB W/DISTRB	Problem with the distribution to creditors
UTC	Errors with UTC (T-CODE) codes
NEG. # EX. ____	Negative numbers appear on the TDR exhibits
OTH	"Other" issues or detailed explanation is needed notes can be placed on ACMS #7 input screen