

**Sample
Attorney
Letter in
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax:: (803) 765-5260*

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code. The UST's Guidelines for chapter 11 cases are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please provide a copy of the guidelines to the debtor(s). The UST Professional Compensation Guidelines are also available on the website. Please refer to the Compensation Guidelines in preparing your fee applications. Additionally, please provide these guidelines to other professionals who may become employed by the debtor in this case.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST will schedule an Initial Debtor Interview (IDI) with the debtor and counsel shortly after the case is filed. The IDI will generally be telephonically, unless the UST instructs the parties otherwise, and the debtor and counsel should provide the UST with a call-in number for the telephonic conference. At the IDI, an attorney or other representative from the office of the UST will seek to become familiar with the debtor's case as well as with the debtor's business plan and operations, assets, liabilities, and accounting methods. The UST's representative will also discuss the role of the UST, explain the guidelines, and discuss scheduling matters. The debtor's representative(s) at the IDI must have personal knowledge and information regarding the debtor's pre-petition and post-petition operations, accounting records, tax returns and financial statements.

The IDI is generally held within 30 days after the petition is filed and prior to the meeting of creditors. Failure by the debtor to attend meetings reasonably requested by the UST is cause for conversion or dismissal of the bankruptcy case. *See* 11 U.S.C. § 1112(b)(4)(H).

September 7, 2022

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At least one business day prior to the scheduled IDI, and in no event later than 14 days after the entry of the order transferring venue, the debtor should provide the UST with the following documents:

- Completed Information for Initial Debtor Interview (a copy of which is included in guidelines)
- Executed Initial Debtor in Possession report
- Receipt and Certification of Understanding Operating Guidelines
- Copies of previous 2 years tax returns and all applicable schedules
- Most recent audited or unaudited financial statement (business cases only)
- Balance sheet as of date of filing (business cases only)
- Initial 6-month income and expense projections (business cases only)
- Information regarding rent roll (if applicable) set forth below in “Rental Property Records”

Please contact Julie Smoak within the next week to arrange a date and time for the IDI. Delay in scheduling the IDI well in advance of the meeting of creditors may result in a continuation of the meeting of creditors.

Linda K. Barr is the UST attorney assigned to this case. Linda may be contacted by email at linda.k.barr@usdoj.gov.

We look forward to working with you on this case. Please do not hesitate to contact us if we may provide assistance.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

Enclosure



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

1835 Assembly Street, Suite 953
Columbia, South Carolina 29201

(803) 765-5250
Fax:: (803) 765-5260

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

Federal law, specifically 28 U.S.C. § 530B, restricts communications between attorneys and other persons employed by the United States Trustee and debtors who are represented by counsel. Most communications between United States Trustee employees and debtors are administrative in nature and result from the United States Trustee's statutory duty to supervise the administration of bankruptcy cases. In the past, United States Trustee attorneys and other employees have regularly communicated directly with debtors concerning such matters as insurance coverage, bank accounts, monthly operating reports, and quarterly fees. The attorneys for debtors frequently prefer that these conversations take place directly in order to expedite matters. In order to comply with federal law and continue our prior practice, we ask that you authorize our direct contact with your client concerning administrative matters.

Please sign a copy of this letter where indicated and return it to us. The authorization may be rescinded by you in writing at any time. If the United States Trustee files a motion, application or adversary proceeding concerning your client, all contact regarding those matters will be with counsel. If you do not wish to consent to our direct contact with your client, all communications concerning the case will be with you.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

AUTHORIZATION

I authorize direct contact with the
above debtor in accordance with
the terms contained herein.

Attorney for the Debtor

**Sample
Attorney
Letter in
Chapter 11
Subchapter V
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax:: (803) 765-5260*

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: XYZ Products, LLC
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11, subchapter V of the Bankruptcy Code. The UST's Guidelines for chapter 11 cases are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please provide a copy of these guidelines to the debtor(s). The UST Professional Compensation Guidelines are also available on the website. Please refer to the Compensation Guidelines in preparing your fee applications. Additionally, please provide these guidelines to other professionals who may become employed by the debtor in this case.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST will schedule an Initial Debtor Interview (IDI) with the debtor and counsel promptly after the case is filed. The Subchapter V Trustee will also participate in the IDI. The IDI will generally be held telephonically, unless the UST instructs the parties otherwise, and the debtor and counsel should provide the UST and Trustee with a call-in number for the telephonic conference. At the IDI, an attorney or other representative from the office of the UST will seek to become familiar with the debtor's case as well as with the debtor's business plan and operations, assets, liabilities, and accounting methods. The UST's representative will also discuss the role of the UST, explain the guidelines, and discuss scheduling matters. The debtor's representative(s) at the IDI must have personal knowledge and information regarding the debtor's pre-petition and post-petition operations, accounting records, tax returns and financial statements.

The IDI will be held within 10 to 14 days after the petition is filed and prior to the meeting of creditors. Failure by the debtor to attend meetings reasonably requested by the UST is cause for conversion or dismissal of the bankruptcy case. *See* 11 U.S.C. § 1112(b)(4)(H).

At least one business day prior to the scheduled IDI, and in no event later than 10 days after the petition is filed, the debtor should provide the UST with the following documents:

- Completed Information for Initial Debtor Interview (a copy of which is included in guidelines)
- Executed Initial Debtor in Possession report
- Receipt and Certification of Understanding Operating Guidelines
- Copies of previous 2 years tax returns and all applicable schedules
- Most recent audited or unaudited financial statement (business cases only)
- Balance sheet as of date of filing (business cases only)
- Initial 6-month income and expense projections (business cases only)
- Information regarding rent roll (if applicable) set forth below in “Rental Property Records”

Please contact Julie Smoak within the next two days to arrange a date and time for the IDI. Delay in scheduling the IDI may result in a continuation of the meeting of creditors. As a subchapter v case is designed to move a small business debtor more quickly through the process of reorganization, it is imperative that you maintain lines of communication with your client and respond to the requests of the UST and the Trustee as promptly as possible.

Linda K. Barr is the UST attorney assigned to this case. Linda may be contacted by email at linda.k.barr@usdoj.gov.

We look forward to working with you on this case. Please do not hesitate to contact us if we may provide assistance.

Sincerely,

Linda K. Barr
Trust Attorney

By: Julie C. Smoak

Enclosure



U.S. Department of Justice

Office of the United States Trustee
District of South Carolina

1835 Assembly Street, Suite 953
Columbia, South Carolina 29201

(803) 765-5250
Fax:: (803) 765-5260

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

Federal law, specifically 28 U.S.C. § 530B, restricts communications between attorneys and other persons employed by the United States Trustee and debtors who are represented by counsel. Most communications between United States Trustee employees and debtors are administrative in nature and result from the United States Trustee's statutory duty to supervise the administration of bankruptcy cases. In the past, United States Trustee attorneys and other employees have regularly communicated directly with debtors concerning such matters as insurance coverage, bank accounts, monthly operating reports, and quarterly fees. The attorneys for debtors frequently prefer that these conversations take place directly in order to expedite matters. In order to comply with federal law and continue our prior practice, we ask that you authorize our direct contact with your client concerning administrative matters.

Please sign a copy of this letter where indicated and return it to us. The authorization may be rescinded by you in writing at any time. If the United States Trustee files a motion, application or adversary proceeding concerning your client, all contact regarding those matters will be with counsel. If you do not wish to consent to our direct contact with your client, all communications concerning the case will be with you.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

AUTHORIZATION

I authorize direct contact with the
above debtor in accordance with
the terms contained herein.

Attorney for the Debtor

**Sample
Attorney
Letter in
Converted
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax:: (803) 765-5260*

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

The United States Trustee (UST) has been notified of the January 1, 2035 conversion of the above-referenced case under chapter 11 of the Bankruptcy Code. The UST's Guidelines for Chapter 11 cases are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please furnish a copy of the guidelines to the debtor(s). The UST Professional Compensation Guidelines are also available on the website. Please refer to the Compensation Guidelines in preparing your fee applications. Additionally, please provide these guidelines to other professionals who may become employed by the debtor in this case.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST will schedule an Initial Debtor Interview (IDI) with the debtor and counsel shortly after the case is filed. The IDI will generally be telephonically, unless the UST instructs the parties otherwise, and the debtor and counsel should provide the UST with a call-in number for the telephonic conference. At the IDI, an attorney or other representative from the office of the UST will seek to become familiar with the debtor's case as well as with the debtor's business plan and operations, assets, liabilities, and accounting methods. The UST's representative will also discuss the role of the UST, explain the guidelines, and discuss scheduling matters. The debtor's representative(s) at the IDI must have personal knowledge and information regarding the debtor's pre-petition and post-petition operations, accounting records, tax returns and financial statements.

The IDI will be held within 30 days after the petition is filed and prior to the meeting of creditors. Failure by the debtor to attend meetings reasonably requested by the UST is cause for conversion or dismissal of the bankruptcy case. *See* 11 U.S.C. § 1112(b)(4)(H).

At least one business day prior to the scheduled IDI, and in no event later than 14 days after the petition is filed, the debtor should provide the UST with the following documents:

- Completed Information for Initial Debtor Interview (a copy of which is included in the guidelines)
- Executed Initial Debtor in Possession report
- Receipt and Certification of Understanding Operating Guidelines
- Copies of previous 2 years tax returns and all applicable schedules
- Most recent audited or unaudited financial statement (business cases only)
- Balance sheet as of date of filing (business cases only)
- Initial 6-month income and expense projections (business cases only)
- Information regarding rent roll (if applicable) set forth below in “Rental Property Records”

Please contact Julie Smoak within the next week to arrange a date and time for the IDI. Delay in scheduling the IDI well in advance of the meeting of creditors may result in a continuation of the meeting of creditors.

Linda K. Barr is the UST attorney assigned to this case. Linda may be contacted by email at linda.k.barr@usdoj.gov.

We look forward to working with you on this case. Please do not hesitate to contact us if we may provide assistance.

Sincerely,

Linda K. Barr
Trial Attorney

By: *Julie C. Smoak*

Enclosure



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

1835 Assembly Street, Suite 953
Columbia, South Carolina 29201

(803) 765-5250
Fax:: (803) 765-5260

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

Federal law, specifically 28 U.S.C. § 530B, restricts communications between attorneys and other persons employed by the United States Trustee and debtors who are represented by counsel. Most communications between United States Trustee employees and debtors are administrative in nature and result from the United States Trustee's statutory duty to supervise the administration of bankruptcy cases. In the past, United States Trustee attorneys and other employees have regularly communicated directly with debtors concerning such matters as insurance coverage, bank accounts, monthly operating reports, and quarterly fees. The attorneys for debtors frequently prefer that these conversations take place directly in order to expedite matters. In order to comply with federal law and continue our prior practice, we ask that you authorize our direct contact with your client concerning administrative matters.

Please sign a copy of this letter where indicated and return it to us. The authorization may be rescinded by you in writing at any time. If the United States Trustee files a motion, application or adversary proceeding concerning your client, all contact regarding those matters will be with counsel. If you do not wish to consent to our direct contact with your client, all communications concerning the case will be with you.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

AUTHORIZATION

I authorize direct contact with the
above debtor in accordance with
the terms contained herein.

Attorney for the debtor

**Sample
Attorney
Letter in
Transferred
Venue
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax:: (803) 765-5260*

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29615

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code and subsequent transfer of venue to the District of South Carolina. The UST's Guidelines for chapter 11 cases are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please provide a copy of the guidelines to the debtor(s). The UST Professional Compensation Guidelines are also available on the website. Please refer to the Compensation Guidelines in preparing your fee applications. Additionally, please provide these guidelines to other professionals who may become employed by the debtor in this case.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST will schedule an Initial Debtor Interview (IDI) with the debtor and counsel shortly after the case is filed. The IDI will generally be telephonically, unless the UST instructs the parties otherwise, and the debtor and counsel should provide the UST with a call-in number for the telephonic conference. At the IDI, an attorney or other representative from the office of the UST will seek to become familiar with the debtor's case as well as with the debtor's business plan and operations, assets, liabilities, and accounting methods. The UST's representative will also discuss the role of the UST, explain the guidelines, and discuss scheduling matters. The debtor's representative(s) at the IDI must have personal knowledge and information regarding the debtor's pre-petition and post-petition operations, accounting records, tax returns and financial statements.

The IDI is generally held within 30 days after the petition is filed and prior to the meeting of creditors. Failure by the debtor to attend meetings reasonably requested by the UST is cause for conversion or dismissal of the bankruptcy case. *See* 11 U.S.C. § 1112(b)(4)(H).

September 7, 2022

Page 2

At least one business day prior to the scheduled IDI, and in no event later than 14 days after the entry of the order transferring venue, the debtor should provide the UST with the following documents:

- Completed Information for Initial Debtor Interview (a copy of which is included in guidelines)
- Executed Initial Debtor in Possession report
- Receipt and Certification of Understanding Operating Guidelines
- Copies of previous 2 years tax returns and all applicable schedules
- Most recent audited or unaudited financial statement (business cases only)
- Balance sheet as of date of filing (business cases only)
- Initial 6-month income and expense projections (business cases only)
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Please contact Julie Smoak within the next week to arrange a date and time for the IDI. Delay in scheduling the IDI well in advance of the meeting of creditors may result in a continuation of the meeting of creditors.

Linda K. Barr is the UST attorney assigned to this case. Linda may be contacted by email at linda.k.barr@usdoj.gov.

We look forward to working with you on this case. Please do not hesitate to contact us if we may provide assistance.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

Enclosure



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District of South Carolina*

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Columbia, South Carolina 29201

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September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29615

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

Federal law, specifically 28 U.S.C. § 530B, restricts communications between attorneys and other persons employed by the United States Trustee and debtors who are represented by counsel. Most communications between United States Trustee employees and debtors are administrative in nature and result from the United States Trustee's statutory duty to supervise the administration of bankruptcy cases. In the past, United States Trustee attorneys and other employees have regularly communicated directly with debtors concerning such matters as insurance coverage, bank accounts, monthly operating reports, and quarterly fees. The attorneys for debtors frequently prefer that these conversations take place directly in order to expedite matters. In order to comply with federal law and continue our prior practice, we ask that you authorize our direct contact with your client concerning administrative matters.

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Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

AUTHORIZATION

I authorize direct contact with the
above debtor in accordance with
the terms contained herein.

Attorney for the Debtor

**Sample
Attorney
Letter in
Involuntary
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax:: (803) 765-5260*

September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

The United States Trustee (UST) has been notified of the January 1, 2035 entry of the Order for Relief to proceed under Chapter 11 of the Bankruptcy Code. The UST's Guidelines for chapter 11 cases are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please provide a copy of the guidelines to the debtor(s). The UST Professional Compensation Guidelines are also available on the website. Please refer to the Compensation Guidelines in preparing your fee applications. Additionally, please provide these guidelines to other professionals who may become employed by the debtor in this case.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST will schedule an Initial Debtor Interview (IDI) with the debtor and counsel shortly after the case is filed. The IDI will generally be telephonically, unless the UST instructs the parties otherwise, and the debtor and counsel should provide the UST with a call-in number for the telephonic conference. At the IDI, an attorney or other representative from the office of the UST will seek to become familiar with the debtor's case as well as with the debtor's business plan and operations, assets, liabilities, and accounting methods. The UST's representative will also discuss the role of the UST, explain the guidelines, and discuss scheduling matters. The debtor's representative(s) at the IDI must have personal knowledge and information regarding the debtor's pre-petition and post-petition operations, accounting records, tax returns and financial statements.

The IDI will be held within 30 days after the petition is filed and prior to the meeting of creditors. Failure by the debtor to attend meetings reasonably requested by the UST is cause for conversion or dismissal of the bankruptcy case. *See* 11 U.S.C. § 1112(b)(4)(H).

September 7, 2022

Page 2

At least one business day prior to the scheduled IDI, and in no event later than 14 days after the petition is filed, the debtor should provide the UST with the following documents:

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- Receipt and Certification of Understanding Operating Guidelines
- Copies of previous 2 years tax returns and all applicable schedules
- Most recent audited or unaudited financial statement (business cases only)
- Balance sheet as of date of filing (business cases only)
- Initial 6-month income and expense projections (business cases only)
- Information regarding rent roll (if applicable) set forth below in “Rental Property Records”

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Linda K. Barr is the UST attorney assigned to this case. Linda may be contacted by email at linda.k.barr@usdoj.gov.

We look forward to working with you on this case. Please do not hesitate to contact us if we may provide assistance.

Sincerely,

Linda K. Barr
Trial Attorney

By: *Julie C. Smoak*

Enclosure



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

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September 7, 2022

Debtor's Attorney
Chapter 11 Law Firm
4321 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Attorney:

Federal law, specifically 28 U.S.C. § 530B, restricts communications between attorneys and other persons employed by the United States Trustee and debtors who are represented by counsel. Most communications between United States Trustee employees and debtors are administrative in nature and result from the United States Trustee's statutory duty to supervise the administration of bankruptcy cases. In the past, United States Trustee attorneys and other employees have regularly communicated directly with debtors concerning such matters as insurance coverage, bank accounts, monthly operating reports, and quarterly fees. The attorneys for debtors frequently prefer that these conversations take place directly in order to expedite matters. In order to comply with federal law and continue our prior practice, we ask that you authorize our direct contact with your client concerning administrative matters.

Please sign a copy of this letter where indicated and return it to us. The authorization may be rescinded by you in writing at any time. If the United States Trustee files a motion, application or adversary proceeding concerning your client, all contact regarding those matters will be with counsel. If you do not wish to consent to our direct contact with your client, all communications concerning the case will be with you.

Sincerely,

Linda K. Barr
Trial Attorney

By: Julie C. Smoak

AUTHORIZATION

I authorize direct contact with the
above debtor in accordance with
the terms contained herein.

Attorney for the debtor