



United States Department of Justice

Office of the United States Trustee

Region 11

219 S. Dearborn Street Main (312) 886-5785
Room 873 Fax (312)886-5794
Chicago, IL 60604

[INSERT DATE]

FORMATION MEETING NOTICE

Re: **[INSERT DEBTOR NAME]**, Case No. **[INSERT CASE #]**

Notice of Formation Meeting for Official Committee of Unsecured Creditors

The above-named debtor(s) filed a voluntary petition for relief under Chapter 11 of the Bankruptcy Code. Section 1102(b) of the Bankruptcy Code authorizes the United States Trustee to appoint an Official Committee of Unsecured Creditors (“Committee”), and the debtor’s petition or other sources of information indicate that you may be eligible for appointment to the Committee in this case. The Committee represents the interests, and acts on behalf, of all unsecured creditors. Members of the Committee are generally selected from the list of the twenty (20) largest unsecured creditors.

This is to notify you that the United States Trustee will hold a meeting to form a Committee on **[INSERT DAY, DATE AND TIME]** at the following location:

**Office of the U.S. Trustee
Everett McKinley Dirksen Federal Building
219 S. Dearborn Street, Room 804
Chicago, IL 60604**

A representative of the debtor will attend the meeting to provide information regarding the status of the case.

If you wish to participate in the meeting by conference call and/or be considered for membership on the Committee, please complete the enclosed Questionnaire and return it to the Office of the United States Trustee **no later than [INSERT DAY AND DATE]**, Attn: **[INSERT UST EMPLOYEE CONTACT’S NAME AND EMAIL ADDRESS]** or fax **312-886-5794**. We will contact you with the call-in information prior to the meeting. Regardless of your interest in serving on the Committee, you are welcome to participate in the meeting.

If you do not participate in the meeting **and** do not affirmatively indicate your willingness to serve by returning a completed Questionnaire, you will not be considered. Return of the Questionnaire, however, does not guarantee appointment to the Committee, only that you will be considered.

If you send an individual to represent you at the meeting, that representative must present your written proxy authorizing him or her to act on your behalf.

We have included with this Notice and Questionnaire an Official Committee of Unsecured Creditors Information Sheet which explains in detail the responsibilities, powers and duties of a Committee member. We encourage you to carefully review the Information Sheet as you consider whether to request to be appointed to the Committee. The Committee performs a vital role in chapter 11 reorganizations, and we hope that you will consider sitting on the Committee.

PATRICK S. LAYNG
UNITED STATES TRUSTEE

/s/ [INSERT ATTORNEY'S NAME]
TRIAL ATTORNEY

cc: *[INSERT DEBTOR'S COUNSEL NAME/EMAIL]*