

**MEMORANDUM**

TO: Chapter 7 Trustees

FROM: [REDACTED], Paralegal Specialist

RE: BOND RENEWAL

DATE: January 15, 2020

The Chapter 7 blanket bond renews on June 1, 2019. The underwriter of the bond will again be Liberty Mutual. The bond will still be handled through [REDACTED], and [REDACTED] will be your contact person. She can be reached at ([REDACTED]) or via e-mail at: [REDACTED]. The premium will be based on your total cash on hand, and the per case limit for separate bonds will remain at \$1,500,000. The premium remains unchanged at \$.30 per \$1,000.00 of coverage.

You should receive a bill directly from [REDACTED] for your premium. The premium should be prorated amongst all of the estates which have a fund balance in excess of \$3,000 and in which a Final Report has not yet been submitted to our office. However, the funds remaining in the estates which have had Final Reports filed should be included in your cash on hand total when determining your premium.

Because the bond renews on June 1<sup>st</sup>, [REDACTED] needs to know your cash on hand figure prior to that date. Therefore, please total your funds on hand and complete and return the attached form to me via e-mail by May 25, 2019.

As always, please feel free to call with any questions.