

**OFFICE OF THE UNITED STATES TRUSTEE
WESTERN DISTRICT OF WASHINGTON**

**Authorization for Direct Contact with Debtor
Regarding Administrative Matters**

In re: _____

Case Number: _____

Part I: Purpose

The United States Trustee is responsible for supervising the administration of cases under Chapters 7, 11, 12, and 13 of the United States Bankruptcy Code. 28 U.S.C. §586. To fulfill this responsibility in Chapter 11 cases, the U.S. Trustee has issued Chapter 11 Operating Guidelines And Reporting Requirements. The Guidelines impose certain administrative and financial requirements on a Chapter 11 debtor. There are other requirements imposed by law, including a requirement to pay U.S. Trustee quarterly fees. The U.S. Trustee staff is available to assist a debtor fulfill these requirements. In addition, it is frequently necessary for U.S. Trustee staff to contact a debtor concerning missing documents, incomplete forms, and other administrative matters. Many debtors and attorneys prefer that the debtor handle these administrative matters directly with the U.S. Trustee staff. Others prefer that all such contacts be made through counsel. We need to know how you and your client would like these matters to be handled. If the U.S. Trustee files or has a contested motion or an adversary proceeding against a debtor, all contact regarding that matter will be with counsel. The authorization may be rescinded at any time by giving us written notice of recession.

Part II: Direction (select one)

I authorize the U.S. Trustee staff to contact the Debtor(s) directly concerning administrative matters, including, but not limited to, completion of monthly operating reports, insurance coverage, banking arrangements, quarterly fees, and post-confirmation reports. If a business is being operated, this authorization extends to key employees or other professionals employed by the Debtor(s).

I direct that all contact between the Debtor(s) and the U.S. Trustee staff concerning this case, including all administrative matters, be conducted through counsel for the Debtor(s).

Date: _____

Attorney for Debtor(s)