



**U.S. Department of Justice**

Office of the United States Trustee  
*Region 5, Districts of Louisiana & Mississippi*

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New Orleans, Louisiana 70130

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[www.justice.gov/ust/r05](http://www.justice.gov/ust/r05)

January 17, 2020

**Re: Case Name:**  
**Case No:**

Dear \_\_\_\_\_ :

The above referenced Chapter 11 case is subject to the Operating Guidelines and Reporting Requirements for Chapter 11 Cases (OGRR-11) promulgated by the United States Trustee for Region 5. A copy of the OGRR-11 may be obtained from the Region 5 website <http://www.usdoj.gov/ust/r05> at the above address on the Bankruptcy Forms, Guidelines page.

Each individual debtor, the designated representatives of corporate debtors and attorneys of record for debtors must attend an initial debtor interview (IDI) conducted by a representative of the U. S. Trustee. The IDI for the above referenced case is hereby scheduled for the **day of \_\_\_\_\_, 2020 at o'clock a.m.** The IDI will be rescheduled only for emergency situations and failure to participate or failure to comply with the OGRR-11 will result in appropriate action by the U. S. Trustee. **Please review the OGRR-11 and submit all required documents by \_\_\_\_\_, 2020. NOTE:** Debtor must have counsel present at this meeting. Please contact me and provide the name and contact information of counsel prior to the scheduled meeting.

In addition, all estate funds are required to be deposited only in financial institutions that are approved authorized depositories in Region 5 pursuant to the guidelines specified in the OGRR-11. The list of approved authorized depositories and the form that must be executed for a depository to become authorized are on the Bankruptcy Forms, Guidelines page of the Region 5 website.

Please advise if any additional information is needed. With best wishes, I remain

Sincerely,

DAVID W. ASBACH  
Acting United States Trustee  
Region 5, Judicial Districts of  
Louisiana and Mississippi

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Glyn R. Miller  
Bankruptcy Analyst