



U.S. Department of Justice

United States Trustees, Region 10
Central and Southern Districts of Illinois
Northern and Southern Districts of Indiana

101 West Ohio Street, Suite 1000 317/226-6101
Indianapolis, IN 46204 FAX 317/226-6356

MEMORANDUM VIA E-MAIL

TO: Region 10 Chapter 7 Trustee Panels

FROM: Nancy J. Gargula, United States Trustee Regions 10 and 13 *njg*

RE: Consolidation of Review of Trustee's Distribution Reports

DATE: December 6, 2013

By way of follow up to my email of November 26, 2013, in which I informed you of the changes involving our consolidation of trustee oversight responsibilities for the submission and review of Trustee Distribution Reports (TDRs), please see the new process and procedures outlined below. These new procedures will be implemented effective December 9, 2013. You will recall that the Program's goal is to provide a more efficient, consistent, and timely review of these reports. You and your staff should carefully read this Memorandum.

Submitting the TDR to the United States Trustee's TDR Reviewers

As in the past, TDRs will be submitted to the United States Trustee after all checks have cleared and you have the original zero balance bank statements and cancelled checks. The TDR should be submitted within 125 days after the entry of the order allowing final compensation and expenses to you and other estate professionals. Below is an outline of the procedures for submitting a TDR to the United States Trustee's TDR Reviewers.

- Assemble the original bank statements and cancelled checks with the most current statement on top. Do not include deposit advices. If bank statements were previously provided in conjunction with our review of the TFR, only those statements from the TFR through the zero balance need to be sent.
- Prepare the data-enabled TDR, ensuring that the report contains your electronic signature and all required exhibits: Exhibit 1 – Gross Receipts; Exhibit 2 – Funds Paid to Debtor & Third Parties; Exhibit 3 – Secured Claims; Exhibit 4 – Chapter 7 Administrative Fees and Charges; Exhibit 5 – Prior Chapter Administrative Fees and

Charges; Exhibit 6 – Priority Unsecured Claims; Exhibit 7 – General Unsecured Claims; Exhibit 8 – Individual Estate Property Record (Form 1); and Exhibit 9 – Cash Receipts and Disbursements Record (Form 2)

- Email the data-enabled TDR to ustp.region10.tdr@usdoj.gov.
- If the Trustee's Proposed Distribution changed after the TFR was filed, please attach the Trustee's Proposed Distribution (ROD) when submitting the TDR.
- The subject line of the email must contain the following information, in the stated order:
ten digit case number, including the three digit United States Trustee court or divisional designator prefix, a list of which is set forth in Attachment A (no spaces or hyphens), space, debtor's last name or first two words if business name, space, TDR document abbreviation, space, and trustee's last name. **[Example: 5541301234 Jones TDR Smith]** This email subject line signifies that trustee Smith submitted a TDR in the Jones case with case number 13-01234, for a case filed in the Northern District of Indiana that has a United States Trustee designator 554. If the debtor had been a business named The Foundry Limited, the words The Foundry would have replaced Jones in the subject line of the email.
- The email attachments will follow the same format: ten digit case number (no spaces or hyphens), space, debtor's last name, space, document abbreviation, space, trustee's last name. Please use the following document abbreviations:

TDR	Trustee's Final Account
TDR-COR	Corrected Trustee's Final Account
NFR	Notice of Final Report
ROD	Trustee's Proposed Distribution (TFR Exhibit D)
- The bank records package (bank statements, cancelled checks and postage paid, self-addressed return envelope) should be mailed AFTER the Trustee receives an email from the TDR Reviewer so that the Trustee will know who the bank records package should be mailed to. If bank statements were previously provided in conjunction with our review of the TFR, only those statements from the TFR through the zero balance need to be sent. After the review is complete, the original bank statements and checks will be returned to you in the postage paid return envelope provided. We do not object to your handling of this postage expense as an administrative expense of the estate but you should retain a record of these expenses in your estate files.

Errors and Corrections

If the TDR Reviewer identifies an error requiring correction, you will be sent an email that contains a description of the problem. You will have five business days to respond and provide the missing or corrected information. All corrections must be submitted to the USTP email

address identified above, using the standard subject lines set forth, with TDR-COR as the document abbreviation.

We will track all errors and responses to ensure the accurate submission of TDRs and the timely resubmissions of corrections. We will attempt to address any habitual problems promptly in consultation with the local Office of U.S. Trustee.

The approved TDRs will be filed by the TDR Reviewer. This is a change for some of you. If the Local Rules or Standing Orders in your District or Division require a scanned copy of the “wet” signature, be sure to scan your signature page and submit it with your TDR to the TDR mailbox.

Contact Information for Questions or Problems

Please carefully review the information provided in this Memorandum and ensure your staff is aware of these changes. We may need to make some adjustments to the new procedures and the processes as we move forward. The TDR consolidation review process is being overseen by Region 10 Regional Supervisor, Rick Rader. Please contact Rick at 317.226.6032 or by email at rick.rader@usdoj.gov if you have any questions or feedback concerning the information in this Memorandum. You are always free to email me directly at nancy.gargula@usdoj.gov.

Thank you in advance for your cooperation.

cc: Region 10 Staff