



U.S. Department of Justice

*Office of the United States Trustee
Eastern District of New York
Brooklyn Division*

*201 Varick Street, Suite 1006
New York, New York 10014
Telephone Number 212-510-0500*

Re: (the "Debtor")
Case No.:

To Whom It May Concern:

Title 28, §586(a)(3) of the United States Code directs the United States Trustee to supervise the administration of all Chapter 11 cases.

Attached for your guidance are the following documents:

1. United States Trustee Operating Guidelines and Reporting Requirements for Debtor- in-Possession and Trustees
2. Monthly Operating Report
3. List of Approved Depositories
4. Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses under 11 U.S.C. §330



Region 2 operat...



Single Asset Real
Estate matrix



EDNY Authorized
Depository List as of



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These documents can also be found at <https://www.justice.gov/ust-regions-r02/region-2-general-information>.

A review of the PACER docket indicates that the Debtor is not represented by counsel. A corporation, or other artificial entity, may appear in the federal courts only through licensed counsel. Rowland v. California Men's Colony, 113 S. Ct. 716, 721 (1993); Jones v. Niagara Frontier Transp. Auth., 722 F.2d 20, 22 (2d Cir. 1983) (a corporation involved in a legal proceeding must be represented by counsel); In re BSL Operating Corp., 57 B.R. 945, 947 (Bankr. S.D.N.Y. 1986). Failure to retain counsel prior to the Meeting of Creditors will result in a motion to either dismiss or convert this case.

Thank you for your immediate attention and cooperation in this matter.

Sincerely,

Trial Attorney