Handbook for Chapter 7 Trustees, July 1, 2002 Updates

Instructions for Inserting the Revisions

Description	Page(s)	Comments
Cover sheet	—	Replace with July 1, 2002, cover
Letter from Director	i	Replace with July 1, 2002, letter
Table of Contents	ii-vi	New table of contents replaces the existing table of contents in its entirety
Chapter 6, Duties of a Trustee ECF changes to Transmission of Documents	6-13	Replace existing page
Chapter 7, Section 341(a) Meetings § 341 (a) meeting changes for verification of Debtor ID and social security number	—	Replace with new Chapter 7
Chapter 8, Administration of a Case 1) Case citation change in tax section	8-7 to 8-8	Replace existing page
2) New case progress review procedures	8-41 to 8-42	Replace with new pages 8-41 to 8-42.1
Chapter 9, Financial Policies, Procedures and Reporting Requirements ECF, UTC, bank caption, and interim reporting changes	—	Replace with new chapter 9
Chapter 10, Compliance Measures Interim reporting change	10-2	Replace with new chapter 10
Forms and Instructions UTC and interim reporting changes	—	Replace with new section
Sample Case UTC and interim reporting changes	—	Replace with new section
Appendices		
A – Questions for § 341(a) meetings		Replace existing section
D – Segregation of duties		Replace existing section
H – Declaration Regarding Administration of Oath		New
I – Notice of Correction of Social Security Number		New
J – Notice to UST of Debtor ID Problem		New
Index and Table of Authorities		Replace existing section

CAO

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MEMORANDUM

TO: All Chapter 7 Trustees

FROM: L. Charmayne Mills, Assistant United States Trustee

DATED: June 27, 2002

SUBJECT: ***Amendments to the Handbook for Chapter 7 Trustees***

Attached for your information and review are copies of amendments to the ***Handbook for Chapter 7 Trustees ("Handbook"),*** as well as instructions for inserting the revisions into your three-ring binder. The revised pages have been designed to replace existing pages in the Handbook. Simply insert the new pages and discard the old pages. Additionally, a Summary of Changes is enclosed for your information and reference. The Handbook notes that the changes are effective July 1, 2002, but many have already been implemented.

If you have any questions, please contact your respective analyst or me.

Attachments

cc: Maureen A. Tighe, United States Trustee
Terri H. Andersen, Assistant United States Trustee
Carol A. Osborne, Regional Bankruptcy Analyst
Trial Attorneys - L.A.
Chapter 7 Administrative Staff - L.A.