

Attorney or Party Name, Address, Telephone and FAX

Pro Se Debtor

**OFFICE OF THE UNITED STATES TRUSTEE
LOS ANGELES DIVISION**

**SUBMIT TO UNITED STATES
TRUSTEE - Do not file with the Court**

In Re: _____

Case Number: _____

Attorney's 7 Day Package Checklist

Check this box to indicate that this checklist amends or supplements a previously filed checklist

Debtor-In-Possession **Amendment No.** _____

You must attach each of the following documents or a satisfactory explanation of your failure to attach a document. Failure to submit these documents in a timely fashion may result in a motion to convert or dismiss the case. The submission of documents that are incomplete or not prepared in accordance with UTSP guidelines and requirements will be treated as a failure to submit.

Document Attached	Previously Submitted	Explanation Attached	REQUIRED DOCUMENTS
			1. Declaration of Debtor Regarding Compliance with UST Guidelines and Requirements for Chapter 11 Debtors in Possession
			1.1. Real Property
			1.2. Bank Account Information
			1.3. Insurance Coverage
			1.4. Proof of Required Certificates and Licenses
			1.5. List of Insiders
			1.6. Financial Statements
			1.7. Health Care Business
			1.8. Trust Agreements
			1.9. Recordation of Chapter 11 Petition
			1.10. Federal and State Tax Returns
			1.11. Employee Benefit Plans
			2. Projected cash flow statement for the first ninety (90) days from the initial filing date
			3. Statement of Major Issues and Timetable Report

I have read and understood the Guidelines and Requirements for Chapter 11 Debtors In Possession.

Dated: _____ Law Firm Name _____

By: _____
Attorney for Debtor or Debtor In Pro Per

Dated: _____ I HEREBY APPROVE THE ATTACHED

Signature of Debtor

(Image of Original Signatures Required)