

**UNITED STATES TRUSTEE'S MONTHLY
OPERATING REPORT WORKSHOP
JANUARY- DECEMBER 2013**

Presented by: **Michael Sorgaard**, Regional Bankruptcy Analyst, San Francisco

Wayne Yee, 510-637-3207
Bankruptcy Analyst, Oakland

Brian Martinson, CPA, 408-535-5525, ext. 228
Bankruptcy Analyst, San Jose

Patricia Martin, 415-705-3363
Bankruptcy Analyst, San Francisco

Greg Hartman, CPA, 415-705-3361
Bankruptcy Analyst, San Francisco /Santa Rosa

- A report format will be assigned to you by the UST at an initial interview. If you have not attended an interview and/or been assigned a form to use, please contact the analyst in your location.

Small Business (SB) and Small Real Estate/Individual (SRE/I) Forms:

If you have been assigned the Small Business (SB) or Small Real Estate/Individual (SRE/I) form of the monthly operating report, please contact the analyst assigned to your case in the related location above for individualized instruction.

General Business (GB) Form: We provide classes on the General Business (GB) monthly operating report form. **Topics include:** the purpose of the reports, instructions on how to get started, and insight into the UST's review of the reports. **Prerequisite for Attendance:** Pre-registration is required. A working knowledge of bookkeeping and basic understanding of the balance sheet, income statement, and cash flow analysis is helpful. Chapter 11 debtors, debtors' staff, Chapter 11 attorneys, Chapter 11 accountants, Chapter 7 and Chapter 11 trustees in active bankruptcy cases are invited to attend.

Course Locations and Schedule
General Business Report Format Only

You must register to attend.

SAN JOSE courses are held at 280 South First Street, Room 268 from 10:00 A.M. to 12:00 noon.
Please call Brian Martinson at (408) 535-5525, ext. 228 at least 2 days prior to the class to register.

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 1:00 p.m. to 3:00 p.m.
Please call Wayne Yee at (510)-637-3207 at least 2 business days prior to the class to register.

SAN FRANCISCO courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 noon
Please call Patricia Martin at (415)-705-3363 at least 2 days prior to the class to register.

SANTA ROSA courses are held at 777 Sonoma Avenue, Room 116 (time by appointment only).
Please call Greg Hartman at (415)-705-3361 at least 2 days prior to the class to register.

Location	Dates			
San Jose	1/31/2013	4/25/2013	7/30/2013	10/24/2013
Oakland	2/11/2013	5/13/2013	8/12/2013	11/18/2013
Santa Rosa	3/1/13	5/31/13	8/30/13	11/29/13
San Francisco	3/15/13	6/14/13	9/13/13	12/13/13