OBLIGATIONS OF CHAPTER 11 CASES
ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of *Guidelines for Chapter 11 Cases* ("Guidelines") and that I have or will review it thoroughly and comply with same.

I acknowledge that on this day I attended the initial debtor interview conducted by a Bankruptcy Analyst of the U.S. Trustee's office, and that the obligations of a Chapter 11 debtor-in-possession were reviewed as summarized below and that I fully understand these obligations:

1. As outlined in Section II of the Guidelines, I will provide the documents required for the initial debtor interview and any additional documents requested to the U.S. Trustee's office within a reasonable time period.

2. As outlined in Section III, I and my attorney will attend the initial creditors meeting which has been scheduled for _____. I understand that in the Northern District my attorney is responsible for the timely mailing of notice to creditors. If I am an individual, I will bring to the meeting of creditors (a) proof of my identity and (b) proof of my social security number.

3. As outlined in Section V, I will file the schedules and statement of financial affairs or file an extension by the deadline set by the Bankruptcy Court ("Court") which is _____.

4. As outlined in Section VI, I have or will close all existing bank accounts and move those funds into debtor-in-possession accounts that I have opened. I will forward original voided checks to the U.S. Trustee's office for each account that has been set up with the required styling.

5. As outlined in Section VII, I will add the U.S. Trustee as a notified party on my insurance policies, maintain appropriate insurance coverage, and provide the U.S. Trustee's office with updated declaration pages when policies are renewed.

6. As outlined in Section VIII, I will timely file operating reports by the 20th of the month following the reporting period. (Reports are filed monthly pre-confirmation and quarterly post-confirmation).

7. As outlined in Section IX, I will pay my quarterly fees. I understand that if I do not pay my quarterly fees timely, then we, the Office of the U.S. Trustee, may move to dismiss, convert, have a trustee appointed, or delay confirmation. In addition, we will charge interest and may refer the quarterly fees to the U.S. Treasury for collection.

8. As outlined in Section X, I understand that there are rules and guidelines that I must adhere to with regard to the employment of professionals and that I cannot pay them without Court authority.

9. As outlined in Section XI, I understand that there are exclusivity periods and statutory deadlines that I must adhere to when I file my disclosure statement and plan.

10. **I understand that if I fail to abide by these Guidelines the U.S. Trustee may bring a motion before the Court requesting to have the case dismissed, converted to Chapter 7, or to have a trustee appointed.**

Case Name: _____ Case Number: _____

Debtor Interview Conducted By: _____ Date: _____

X_____ Date: _____
Signature of Debtor or Authorized Representative

Print Name: _____ Title: _____