

**U.S. Department of Justice**

Executive Office for United States Trustees

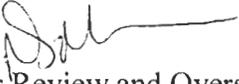
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*Washington, D.C. 20530*

August 6, 2007

**MEMORANDUM**

TO: United States Trustees

FROM: Doreen B. Solomon   
Assistant Director for Review and Oversight

SUBJECT: Change to Chapter 13 Standing Trustee Reserve Carry Forward

The Director announced today at the NACTT annual meeting that effective immediately chapter 13 standing trustees will be allowed to carry forward up to 25 percent of annual operating expenses. Please be sure that this important change is communicated to all chapter 13 standing trustees in your region.

In order to assist the field in processing the anticipated increase in amended budget requests for the remainder of FY 2007 and fee change requests for pending FY 2008 budgets we have streamlined the process as set forth below. These streamlined procedures only apply in the limited circumstance where a trustee requests an increased percentage fee in order to increase end of year reserves and not where there have been any other substantial increases or changes in the budget.

Procedure for Amended 2007 Budget Requests

1. Submit a memo or email from the UST to me with a copy to Marty Hallowell requesting the amended percentage fee with the effective date and statement that there were no substantial increases in individual line items or significant items;
2. Attach amended percentage fee worksheet for FY 2007;
3. Attach completed Section I (Financial Summary) of the Amended budget form or a letter which provides the following information:
  - a. Compensation for year and through the period prior to the effective date of the amended budget;
  - b. Expenses for year and through the period prior to the effective date of the amended budget;
  - c. Interest and other non-fee revenue for year and through the period prior to the effective date of

the amended budget;

- d. Expense fund balance as of the period prior to the effective date of the amended budget; and
- e. Disbursements subject to fee for year and through the period prior to the effective date of the amended budget.

Procedure for Increasing Percentage Fee for FY 2008

1. Submit a memo or email from UST requesting revised fee; and
2. Attach revised full year percentage fee worksheet for FY 2008.

If you or your staff have any questions about these procedures please contact Marty Hallowell at (202) 307-1875.

cc: EOUST Senior Staff  
Standing Trustee Coordinators