



U.S. Department of Justice
Office of the United States Trustee

*Northern District of New York (Albany Division),
Southern District of New York (Poughkeepsie Division), and
District of Vermont*

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November 1, 2011

VIA E-MAIL ONLY

All Chapter 7 Panel Trustees
Northern District of New York
Albany Division

Re: Applications to Employ Professionals

Dear Trustees:

As you know, the United States Trustee reviews all 11 U.S.C. § 327 applications to employ professionals. The vast majority of § 327 applications are filed by the panel trustees. To assist the United States Trustee in the timely performance of this duty, we ask that you file a proposed order as an exhibit to your application. This is consistent with Local Bankruptcy Rule 2014-1(a).

Assuming the United States Trustee has no opposition, we will file an "e-consent" on the docket. Once you receive the ECF notice of the United States Trustee's consent, you should upload the proposed order as required under the Court's CM/ECF e-Order guidelines. Your cooperation is greatly appreciated. Thank you.

Very truly yours,

TRACY HOPE DAVIS,
UNITED STATES TRUSTEE
FOR REGION 2

A handwritten signature in blue ink, appearing to read "Lisa M. Penpraze", is written over a light blue rectangular background.

Lisa M. Penpraze
Assistant United States Trustee

cc: Kim F. Lefebvre (via e-mail only)