

From: [Rettagliata, Lynda A. \(USTP\)](#)
To: [Rettagliata, Lynda A. \(USTP\)](#)
Subject: SAMPLE Correspondence - Follow up to IDI
Date: Tuesday, January 21, 2020 11:54:31 AM

Dear (Insert Debtor's Counsel's Name)

This email shall serve as confirmation of the telephonic IDI held today attended by you as Debtor's Counsel and (insert name and title) of the Debtor. The information contained below is being provided to you as Debtor's counsel and should be provided to your client.

Initial Reporting Requirements: (LIST OUTSTANDING DOCUMENTS BELOW)

In addition, there appears to be Court deficiencies, including the small business financial documents, which needs to be promptly addressed. (see List PACER docket #)

Monthly Operating Reports:

The Debtor will be required to complete the small business monthly operating report (form attached). The monthly operating report must be electronically filed with the court, along with the bank statements for the reporting period, by the 20th of the subsequent month.

The first monthly operating report ("MOR") is for the period from the date of the petition filing through (insert date) and must be filed with the court by (insert date). All future MORs must cover an entire calendar month from the 1st of the month to the end of the month.

The Debtor is reminded that all cash disbursements including ATM withdrawals and checks payable to cash are prohibited. All expenses paid by or on behalf of the debtor are to be included in the MOR and are considered disbursements for the purpose of calculating quarterly fees.

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Quarterly Fees:

The first quarterly fee invoice covered the (insert quarter). The invoice will be mailed to the Debtor at the address on the docket. Any changes to the mailing address must be noted on the PACER docket and our office must be notified of the change.

The principal of the Debtor is reminded that the quarterly fee invoices are usually estimated, and that payment should be made based on the estimated amount. After the all Monthly operating reports for the reporting period are filed, an adjusted invoice may be issued, and any outstanding amounts promptly paid.

Payment of Quarterly Fees should be issued from the Debtor In Possession account and be made payable to the Office of the United States Trustee. The check and the invoice stub should be mailed directly to the address noted in the billing invoice.

The address of the payment center is:

US Trustee Payment Center
PO Box 6200-19
Portland, OR 97228-6200

To ensure that payment is properly applied to appropriate account, please reference the case number 071(insert case number) on all checks.

Retention Applications:

All retention applications for professionals retained by the Debtor should be provided to (insert trial attorney's name, Esq.,) the US Trustee trial attorney assigned to this case, who has been cc'd on this email.

The meeting of creditors has been scheduled for (insert date) and will be held at 271-C Cadman Plaza East, Room 2579, Brooklyn, NY. The principal of the Debtor is reminded to bring government issued proof of identification.

The United States Trustee Operating Guidelines and Reporting Requirements as well as the Monthly Operating Report forms and a list of authorized depositories can be located at <https://www.justice.gov/ust-regions-r02/region-2-general-information>

Kindly acknowledge receipt.

Thank you in advance for your cooperation.
Regards,