



U.S. Department of Justice

Office of the United States Trustee

*Region 3*

*District of Delaware; District of New Jersey;  
Eastern, Middle and Western Districts of Pennsylvania*

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April 4, 2012

Chapter 7 Panel Trustees  
District of Delaware  
District of New Jersey  
Eastern, Middle and Western Districts of Pennsylvania

Re: Consolidation of the Review of Trustee Distribution Reports  
**START DATE – April 9, 2012**

Dear Chapter 7 Trustees:

As part of our ongoing efforts to improve operations, we are consolidating our review of Trustee Distribution Reports (“TDRs”). Our goal is to provide a more consistent and timely review of these reports. Please carefully read this email and ensure your staff reads this email as it provides **instruction on how and where to deliver your TDRs on and after April 9, 2012.**

Beginning with reports submitted on and after April 9, the TDR review will be performed by United States Trustee staff not necessarily located in your local United States Trustee’s office. Because your designated reviewer may not be located in your United States Trustee’s office, the manner in which you submit the TDR may change. In addition there may be a change in estate records that you must maintain.

#### TDR Submissions

As in the past, TDRs will be submitted to the United States Trustee after all checks have cleared and you have the original zero balance bank statement(s) and all canceled checks (except those submitted with the Trustee Final Report (TFR)). The TDR should be submitted within 125 days after the entry of the order allowing final compensation and expenses to you and other estate professionals. Below is an outline of the procedure you must follow for the submission and review of your TDRs:

1. Submit the original bank statements and imaged/cancelled checks and any voided checks not previously submitted with the TFR. Do **not** include **copies** of bank statements or imaged/cancelled checks; they are not necessary for the review;
2. Submit a hard copy of the TDR with the trustee’s signature and a copy of the Proposed Distribution filed with the Trustee Final Report. Do not submit copies of this report and do

not include a copy of the Form 4. Where applicable, provide a hard copy of the orders that are required in some jurisdictions<sup>1</sup>.

3. Prepare the data-enabled electronic TDR, ensuring that the report contains your electronic signature and all nine required exhibits. The nine exhibits are:

Exhibit 1	Gross Receipts
Exhibit 2	Funds Paid to Debtor & Third Parties
Exhibit 3	Secured Claims
Exhibit 4	Chapter 7 Administrative Fees and Charges
Exhibit 5	Prior Chapter Administrative Fees and Charges
Exhibit 6	Priority Unsecured Claims
Exhibit 7	General Unsecured Claims
Exhibit 8	Form 1 – Individual Estate Property Record
Exhibit 9	Form 2 – Cash Receipts and Disbursements Record

4. Send the electronic TDR to the following email address: [USTP.Region03.TDR@usdoj.gov](mailto:USTP.Region03.TDR@usdoj.gov).

5. The subject line of the email must contain the following information: case number, with Judge's initials\_case name\_over \$25K OR under \$25K (whichever applies)\_trustee last name

- a. Example: 10-12345RTL\_XYZ Corp\_over \$25K\_Smith

6. The original bank records and hard copy of the TDR are to be mailed to:

- a. Over \$25K Office of the U S Trustee  
844 KING STREET, SUITE 2207  
WILMINGTON, DE 19801  
Attn: Shakima Dortch

- b. Under \$25K Office of the U S Trustee  
P.O. BOX 969  
HARRISBURG, PA 17108  
Attn: Brenda Gish

If you have multiple TDRs to submit, or if the TDR files are too large to send via mail, you may submit the reports on a CD using the same format in the subject line as indicated above.

7. All original bank statements and checks will be returned to you via mail, once the review is complete and the TDR is filed with the court.

#### Errors and Corrections

If the TDR contains errors, you will be sent an email that contains a description of the problem. You will have five (5) business days to respond and provide the corrected or missing information. If the

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<sup>1</sup> The District of Delaware requires a Bankruptcy Judge's Report; the Eastern District of Pennsylvania requires a Trustee's Order for Discharge.

error requires the submission of a new electronic copy of the TDR (PDF copy), you are to send it to the previously referenced email address, to the attention of the individual reviewer. Please ensure that the subject line contains the same information outlined above. You will **not** be required to provide a hard copy of the corrected TDR.

We understand that there will be some adjustment to this new procedure and the process may change or be refined as we move forward. To make these changes as seamless as possible, carefully review the information provided in this email, ensure that your staff is made aware of these changes, and call or email the contact person named below if you have any questions or feedback concerning the information contained in this letter.

Contact Person

If you have any questions or encounter problems with the procedures, please contact the Regional Supervisor listed below:

Linda P. Logan  
Regional Bankruptcy Analyst  
[Linda.P.Logan@usdoj.gov](mailto:Linda.P.Logan@usdoj.gov)

Sincerely,

  
Roberta A. DeAngelis  
United States Trustee

RAD:jec

