



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

District of Maryland
Baltimore Division

101 West Lombard Street, Suite 2625
Baltimore, Maryland 21201

(410) 962-4300
Fax (410) 962-3537

**CHAPTER 11 DEBTOR'S ACKNOWLEDGMENT OF ATTENDANCE
AT THE INITIAL DEBTOR INTERVIEW
AND RECEIPT OF CHAPTER 11 GUIDELINES AND REPORTING FORMS**

CASE NAME

CASE NUMBER

THE UNDERSIGNED CHAPTER 11 DEBTOR (OR AUTHORIZED REPRESENTATIVE OF DEBTOR PARTNERSHIP OR CORPORATION), HAS ATTENDED THE INITIAL CHAPTER 11 DEBTOR INTERVIEW WITH THE OFFICE OF THE UNITED STATES TRUSTEE ON THIS DATE, AT WHICH TIME THE ADMINISTRATIVE REQUIREMENTS OF CHAPTER 11 DEBTORS WERE REVIEWED.

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE UNITED STATES TRUSTEE'S CHAPTER 11 GUIDELINES AND REPORTING FORMS AND AGREES TO PERFORM IN ACCORDANCE WITH SAID GUIDELINES AND REQUIREMENTS. IN ADDITION, THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THEY HAVE PERSONALLY REVIEWED THE SUMMARY OF U.S. TRUSTEE GUIDELINES HERETO ATTACHED.

DEBTOR SIGNATURE

DATE

PRINT NAME

CO-DEBTOR SIGNATURE (if applicable)

DATE

PRINT NAME

SUMMARY OF REQUIREMENTS OF CHAPTER 11 DEBTORS

OPENING OF DEBTOR IN POSSESSION BANK ACCOUNTS: The Debtor must immediately close all accounts maintained before the Chapter 11 filing and open new accounts that are designated as “Debtor in Possession” accounts. The bank at which you open the new accounts must have executed an agreement with the U.S. Trustee to meet the requirements of 11 U.S.C. § 345. The Debtor should consult the Chapter 11 Guidelines to determine whether a bank is on the approved depository list. At the time the Debtor in Possession accounts are opened, the **Debtor in Possession Statement of Depository and Authorization for Release of Information (Form 1-A)** should be completed and signed by the debtor and the bank. **The original of this form must immediately be provided to the U.S. Trustee, but NOT filed with the court.**

MAINTAINING INSURANCE COVERAGE: All assets must be insured and all usual business insurance, including liability coverage, must be maintained. The debtor must immediately notify its insurance agent that the United States Trustee, 101 West Lombard Street #2650, Baltimore, MD 21201, is to be added as an additional certificate holder to be notified in the event of a cancellation or change in the policy. Moreover, the debtor must immediately instruct the insurance company to fax the certificate of insurance to the U.S. Trustee at (410) 962-3537 within two (2) business days of the Initial Debtor Interview.

FILING OF MONTHLY OPERATING REPORTS: Monthly operating reports are required to be filed by the 20th of the month for the preceding calendar month. Depending on the type of Debtor, the applicable monthly reports should contain, at a minimum, the following documents: U.S. Trustee Questionnaire, Cash Flow Summary, Summary of Receipts, Itemization of Disbursements (to include a copy of the Check Register), Income Statement, and copies of all bank statements for all accounts maintained by the Debtor in Possession. Business Debtors’ provide a Balance Sheet, Proof of Payroll Tax Payments, Accounts Receivable and Payable Agings (if applicable) and other documentation as requested by the Office of U.S. Trustee.

PAYMENT OF QUARTERLY U.S. TRUSTEE FEES: You must pay a fee to the U.S. Trustee for each calendar quarter that the case is in Chapter 11 until the case is converted, dismissed or closed by the court. The quarterly fee is owed even if the debtor is in Chapter 11 for only a part of the quarter and is based on the disbursements made by the debtor during the quarter. The fee is due by the end of the month following the close of the quarter, i.e., January 31, April 30, July 31, and October 31. You will receive an estimated bill calculating the fee owed. However, any such calculation is subject to the debtor having timely and accurately filed the complete monthly financial reports referenced in the above paragraph. If you do not receive a bill, contact the Office of the U.S. Trustee at (410) 962-4300, as you remain responsible for payment. Failure to pay U.S. Trustee Quarterly Fees on a timely and accurate basis could lead to your matter being referred to the Department of the U.S. Treasury.

PAYMENT OF ALL TAXES THAT BECOME DUE: You must timely file all tax returns that are due after the filing of the Chapter 11 case. Payroll withholding taxes must be paid when payroll is made and documentation provided to the U.S. Trustee as an exhibit to the monthly report.

PAYMENTS TO PROFESSIONALS: The debtor may not make payments to any professional (attorneys, accountants, real estate agents, financial consultants, etc.) without a court order authorizing such payments. A court order is also required to hire all professionals.

REDACT CONFIDENTIAL INFORMATION: Make sure to redact, except for the last four digits, any confidential information (i.e., social security numbers, bank account numbers, credit card numbers, etc.) as any documents filed with the Bankruptcy Court become public.

FAILURE TO COMPLY WITH THESE REQUIREMENTS: Failure to timely and accurately comply with these requirements may result in the U.S. Trustee Filing a motion to convert the case to Chapter 7 or to dismiss the case.

This is only a short summary of the requirements of Chapter 11 Debtors. You should read the Chapter 11 Guidelines carefully and discuss any questions that you may have with your attorney.