



U.S. Department of Justice

Office of the United States Trustee

Region 5, Districts of Louisiana & Mississippi

400 Poydras Street (504)589-4018
Suite 2110
New Orleans, Louisiana 70130

Phone: (504)
Fax:
www.usdoj.gov/ust/r05

To: Region 5 Chapter 7 Trustees

From: Henry G. Hobbs, Jr.
Acting U.S. Trustee

Date: December 30, 2013

Re: Consolidation of the Review of Trustee Distribution Reports
Effective immediately

As part of the ongoing efforts to improve operations, the review of Trustee Distribution Reports ("TDRs") is being consolidated under two reviewers for the Region. The goal is to provide a more consistent, uniform and timely review of these reports. The TDR reviewers will be Sheila Carr, Paralegal in the New Orleans UST Office, and Anita Benson, Legal Assistant in the Jackson UST Office.

Please carefully read this letter and ensure your staff reads this letter as it provides instruction on how and where to deliver your TDRs going forward. This may be different than current procedures.

TDR Submissions

As in the past, TDRs were to 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 previously submitted with the Trustee Final Report (TFR)). The TDR and supporting documentation 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 the procedure you must follow for the submission and review of

your TDRs:

Include in the Hard Copy Submission:

1. Cancelled checks, voided checks, and returned checks (except those previously submitted with the TFR) in numeric order to the extent possible Do not include deposit advices.
2. Bank statements, most current on top, separated by account.
3. In cases with \$50,000 or more in disbursements, include a paper copy of the TDR or a copy on CD. (Bank records cannot be provided on CD.)
5. The hard copy package may be mailed to: *Office of the United States Trustee
400 Poydras, Ste. 2110
New Orleans, LA 70130*
*Or for Mississippi cases to: Office of the U.S. Trustee
501 East Court Street, Ste. 6-430
Jackson, MS 39201*

Include in the Electronic Submission:

1. 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 ¹
Exhibit 9	Form 2 – Cash Receipts and Disbursements

Record²

2. The data enabled pdf of the TDR attachment must be named in a specific format and order so that the reviewer can easily identify the Court, case number and trustee. (A three digit prefix will be added to the case number corresponding to the UST ACMS Court designation.)

- a. Three digit prefix –
361 – Alexandria

¹ Ensure that all personally identifiable information is redacted on Exhibit 8 and 9. Personally identifiable information includes full social security numbers, taxpayer-identification numbers, birth dates, names of minor children and financial account numbers. It does not include estate tax identification numbers.

² See footnote 1.

362 – Lake Charles
363 – Monroe
364 – Lafayette
365 – Shreveport
371-Northern MS
381- Gulfport Southern MS

383-Jackson Southern MS

302-Eastern District LA

313-Middle District LA

- b. Seven digit case number
- c. Debtor last name or first name of business
- d. TDR
- e. Trustee last name.

Example: 363-11-34567 Doe TDR Conine
 364-11-54321 Smith TDR Debaillon

3. Send the electronic TDR to the following email address:
USTP.Region05.TDR@usdoj.gov

4. The subject line of the email must be specific for automatic email rules.
- a. TDR followed by dash
 - b. *UST Field Office* code

Example: TDR-SH
 TDR-NO
 TDR-JA

Complete example: TDR-SH-363-11-34567 Doe-Conine

The hard copy of the documents and the email should be sent at the same time.

After the review is complete, the original bank statements and checks will be returned to you. Please ensure that these records, along with all estate records, are retained in accordance with the *Handbook for Chapter 7 Trustees* at pp 9-23 to 9-25. Ensure compliance with any local rules regarding the electronic filing of verified documents or documents signed under penalty of perjury. The United States Trustee will no longer retain the original or a hard copy of the TDR.

Errors and Corrections

If the TDR submission contains an error and cannot be approved, you will be sent an email containing a description of the problem. You will have **five** business days to respond and provide the missing or corrected information. If the error requires the submission of a new electronic TDR, the report should be sent to the above email address with the following subject line: Corrected TDR-(*two letter field office*)

Example: Corrected TDR-SH

The corrected data enabled pdf of the TDR should have "-COR" inserted in the original name. (See #2 under Electronic Submission.)

Example: 363-11-34567 Doe TDR-COR Conine

Errors and responses will be tracked to ensure the accurate submission of reports and timely resubmissions of corrections. Habitual problems will be addressed promptly with the trustee.

It is understandable that there may be some adjustments to this new procedure and the process may change or be refined as it moves forward. To make these changes as seamless as possible, carefully review the information provided in this letter, 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 herein.

Contact Information

General information:

Case information: Sheila Carr, Paralegal Specialist
(504) 589-4091
shelia.carr@usdoj.gov (all of Louisiana)

Anita Benson, Legal Clerk
(601) 965-6027
anita.f.benson@usdoj.gov (all of Mississippi)