DIRECTION OF DEBTOR ATTORNEY
CONCERNING U.S. TRUSTEE CONTACT WITH CLIENT

Case Name: _____

Case Number: _____

Part I: Purpose

The United States Trustee is responsible for supervising the administration of cases under chapters 7, 11, 12, and 13 of the United States Bankruptcy code, 28 U.S.C. §586. To fulfill this responsibility, the U. S. Trustee has issued Guidelines for Debtors-in-Possession. The Guidelines impose certain administrative and reporting responsibilities on Chapter 11 Debtors-in-Possession. In addition, there are other requirements imposed by law, including a requirement to pay U. S. Trustee quarterly fees. The U. S. Trustee's staff is available to assist Debtors-in-Possession in fulfilling these requirements. In addition, it is frequently necessary for members of the U. S. Trustee's staff to contact Debtors concerning missing documents, incomplete forms, and other administrative matters. Many Debtors-in-Possession and attorneys prefer that these administrative matters be handled directly between the Debtor and the U. S. Trustee's staff. Others prefer that all such contacts be made through counsel. We need to know how you and your client would like these matters to be handled.

Part II: Direction

Please initial your directives in the boxes below.

☐ **Option 1:** We direct that all contacts between the U. S. Trustee's staff concerning the administrative requirements of the U. S. Trustee, including completion of operating reports, insurance, banking arrangements, payment and calculation of quarterly fees, may be made directly between the U. S. Trustee and the Debtor-in-Possession.

☐ **Option 2:** We direct that all contacts between the U. S. Trustee's staff concerning this case, including all administrative matters, be conducted through counsel for the Debtor-in-Possession.

☐ **Option 2 Exception:** We direct that the Debtor-in-Possession may attend the U.S. Trustee's Operating Report Training. During the training, the U.S. Trustee's representative may respond to questions regarding operating report preparation.

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Signature of Attorney for Debtor-in-Possession

_____
Printed Name of Attorney for Debtor-in-Possession

_____
Date