


## **Guidance on Submission of Trustee Distribution Report (TDR) by Chapter 7 Trustees to the U.S. Trustee**

### **Contact & Communicate with the UST TDR Reviewer**

1. Phone calls to discuss TDR issues
2. E-mails from TDR Reviewer will request corrections to Trustee and Trustee Assistants within 2 business days, or the TDR must be withdrawn.

### **Most Common TDR Submission Errors**

1. TDR submitted is not a 'data-enabled' form, which is required to gather case distribution statistics. Your TDR should have a blue banner across the top as shown below:

 This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.

If not, your software provider can assist you to properly create a data-enabled TDR.

2. The incorrect form is submitted. For example, a TDR when opened is actually an NFR, etc.
3. The final bank statement must report a \$0 balance.

### **Bank Statements- Electronic or Hard-Copy?**

1. Electronic Bank Statements are available through your bank portal. The TDR Reviewer has access to your bank statements through their portal to view the final bank statements to verify the accuracy of the distributions made and reported on the TDR.
2. As all Trustees should now be on the electronic banking system (either through Axos or Blue Stylus), there should be little reason to send hard-copy statements.
3. If hard-copy bank statements are necessary, only send us bank statements from the date of the approved TFR to the final \$0 balance bank statement.
4. Combinations of hardcopy and electronic bank statements are sometimes necessary in older cases, but that has become rare with the passage of time.

### **TFR Submission Instructions**

Submit the email containing the TDR form to the U.S. Trustee TFR Mailbox address:

[USTPRegion07.TDR@UST.DOJ.GOV](mailto:USTPRegion07.TDR@UST.DOJ.GOV)

The subject line of all TDR submission emails must be properly styled as follows:

Full-case-number Debtor TDR TrusteeLastName

Example: 411-17-10001 ABC TDR Trustee

### **Region 7 TDR Reviewer:**

Patricia L. Schmidt, TDR Reviewer and Legal Assistant

Houston Office of the U.S. Trustee

713-718-4650, ext. 236

[patricia.l.schmidt@usdoj.gov](mailto:patricia.l.schmidt@usdoj.gov)