



U.S. Department of Justice

Office of the United States Trustee

*Eastern District of Wisconsin*

517 E. Wisconsin Avenue  
Suite 430  
Milwaukee, Wisconsin 53202.

(414) 297-4499  
Fax (414) 297-4478

Via email: [EMAIL ADDRESS]

[DATE]

[ATTORNEY NAME]  
[ATTORNEY ADDRESS]

Re: [CASE NAME]  
[CASE NUMBER]

Dear Attorney [NAME]:

Enclosed are copies of (1) the Chapter 11 Operating Instructions and Reporting Requirements promulgated by the United States Trustee pursuant to 28 U.S.C. § 586(a)(3) and Bankruptcy Rule 9034(k); and (2) a sample monthly operating report and instructions for preparing the reports. All Debtors-in-Possession in cases under Chapter 11 of the Bankruptcy Code must comply with these requirements. The Debtor's Conference for this case is scheduled for **[DATE AND TIME] in our office**. The Debtor must appear at this meeting, together with any accountant or bookkeeper the Debtor may employ or retain, and the Debtor must bring the enclosed copy of the Requirements.

In addition, the Debtor is required to provide projections of cash receipts and disbursements covering the first six months of operation at the debtor's conference. Failure to produce the projections at the conference could result in a continuation of that portion of the conference to a later date.

A separate meeting of the 20 largest creditors will not be held in this case.

The general meeting of creditors pursuant to § 341 of the Bankruptcy Code has been scheduled for **[DATE AND TIME] in Room 428B of the courthouse here in Milwaukee**. The Debtor is required to appear at this hearing. Legal counsel must also appear. Please send or bring to this office by **[DATE]**, completed copies of the (1) Information for Initial Debtor Interview; (2) Initial Debtor-in-Possession Report; (3) Declaration of Pre-Petition Account Closings and Opening of Debtor in Possession Bank Accounts; and (4) Insurance Statement; and (5) Receipt and Certification of Understanding Operating Guidelines and Reporting Requirements. These documents are all attached to the Operating Instructions. Please also bring all Certificates of Insurance currently in force, voided DIP bank account checks, and copies of the Debtor's state and federal income tax returns for the two most recent years that such returns have been filed.

Very truly yours,

PATRICK S. LAYNG  
United States Trustee

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[TRIAL ATTORNEY]  
Attorney for the United States Trustee

Enclosure