



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]:

After a review of the petition filed in this case, it appears it qualifies as a small business case under 11 U.S.C. § 1116. Enclosed please find a copy of 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) for your use in the above case. All small business Debtors-in-Possession in cases under Chapter 11 of the Bankruptcy Code must comply with these requirements.

As you may be aware, there are additional duties required of a small business debtor. Within seven days of filing the petition, the debtor must file its most recent balance sheet, statement of operations, cash-flow statements, federal income tax return, and timely file schedules and statements of financial affairs (SOFA). If the debtor is not able to file its schedules and SOFA within 15 days of the order for relief, the court may grant an extension after notice and hearing. Rule 1007, Fed. R. Bankr. P., and 11 U.S.C. § 1116.

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, which is scheduled for **[DATE AND TIME], in Room 430 of the Federal Courthouse, 517 East Wisconsin Avenue, Milwaukee, Wisconsin.** Failure to produce the projections at the conference could result in a continuation of that portion of the conference to a later date. Also, please be aware that the Debtor must appear at this meeting, together with any accountant or bookkeeper the Debtor may employ or retain and must bring the enclosed copy of Form 425C (Small Business Monthly Operating Report).

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 Federal Courthouse.** The Debtor is required to appear at this hearing. Legal counsel must also appear. Please send or bring to this

Attorney [NAME]

May 16, 2019

Page 2

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; (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 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