

January 22, 2020

Re:  
Case No.

Dear:

You have filed a Petition for Reorganization under Chapter 11, Title 11, United States Code on behalf of the above-referenced debtor. Information about the operating guidelines, the meeting of creditors, and contact between the United States Trustee's office and the debtor are set forth below.

### **Operating Guidelines**

I have enclosed the Operating Guidelines and Reporting Requirements of the United States Trustee (the "Requirements"). Please review the Requirements with your client upon receipt.

Please note that the Initial Financial Report, which is discussed in the Requirements, must be submitted to the United States Trustee no later than fourteen days after the petition is filed.

### **Initial Debtor Interview**

A bankruptcy analyst from the Office of the United States Trustee will contact you shortly to schedule the Initial Debtor Interview (IDI). The IDI will be held at the Office of the United States Trustee. If your client is a small business or if you have not signed a consent authorizing direct contact between your client and the staff of the Office of the United States Trustee, you are required to attend the IDI with your client. In all other cases, we strongly encourage counsel to attend to address legal issues that your client may raise at the IDI. If either you or your client need to appear telephonically, please advise the bankruptcy analyst when you are contacted.

## Meeting of Creditors

The Section 341 Meeting of Creditors in the above case is scheduled for November 5, 2019 at 1:30 p.m., U.S. Post Office, Room 319, 657 2<sup>nd</sup> Avenue North, Fargo, ND.. **You must arrange for the presence of a court reporter at the Meeting of Creditors, the cost of which may be paid as part of the administrative expenses.**

If you have not filed a complete matrix as required by Fed. R. Bankr. P. 1007(a), we encourage you to do so within the next 14 days to allow the clerk to timely notify creditors and parties in interest of the Meeting of Creditors.

If the clerk is unable to send timely notice of the Meeting of Creditors, the Meeting of Creditors will be held but not concluded to allow timely notice of a continued date to be sent. In that event, you and your client are required to attend both Meetings of Creditors. Pursuant to Local Rule 2002-1(d), the client is required to serve a notice of the continued Meeting of Creditors on all creditors who did not receive timely notice.

### Authorization for Direct Contact

Regulations promulgated by the Attorney General restrict direct communications between employees of the office of the United States Trustee and your client without the permission of counsel.

If you desire that administrative matters be handled directly between your client and the United States Trustee's staff, please sign the enclosed authorization and return it to me.

If you prefer that all contacts with the United States Trustee's staff be conducted through yourself, please advise me in writing and advise your client not to contact the United States Trustee's staff.

If you have any questions about the requirements outlined above, please contact the undersigned.

Sincerely,  
JAMES L. SNYDER  
Acting United States Trustee  
Region 12

By: \_\_\_\_\_

Trial Attorney

Encl.  
cc: