



U.S. Department of Justice

Office of the United States Trustee

District of Western Washington

United States Courthouse
700 Stewart Street, Suite 5103
Seattle, WA 98101

Voice (206) 553-2000
Fax (206)-553-2566

Date

Debtor Name and Address

Subject: Chapter 11 **Case No.**
Initial Debtor Interview and Insurance Documentation

Dear Chapter 11 Debtor:

I am a bankruptcy analyst with the Office of the United States Trustee ("UST") and have been assigned to your Chapter 11 bankruptcy case. The UST is a component of the U.S. Department of Justice with responsibilities for supervising the administration of cases under Chapter 11 of the United States Bankruptcy Code.

I have scheduled an **Initial Debtor Interview** ("IDI") for **DATE AND TIME a.m. in our Seattle office located at 700 Stewart Street, Suite 5103, Seattle, WA 98101**. PLEASE BE ADVISED THAT THIS IS YOUR ONLY NOTICE FOR THE IDI. Please read this email in its entirety as we will not be sending a confirming letter.

Please note that you must provide **proof of all insurance** pursuant to Local Rule 2015-1(b)(2) (property, vehicle, commercial liability, etc.) to my attention no later than **DATE**. This includes insurance for any closely-held entities. The proof of insurance can be emailed or faxed. Our fax number is 206-553-2566. Please note that force-placed, invoices, and renewal notices are not adequate proof of insurance. The proof of insurance must include: the nature, limits and effective dates of insurance coverage. It should identify the appropriate party as the insured party.

I am attaching a list of the Initial Reporting Requirements (IRRs). You should begin to assemble the documents and submit them to my attention no later than **DATE**. Specifically, I am requesting copies of bank statements for you, and any entity in which you have, or have had, an interest for the two months prior to the month of filing (or two months prior to the month of account closing if the bank account was closed). Additionally, you should submit complete

copies (with all schedules and attachments) of the last filed tax return for you and any entity(ies) in which you have, or have had, an interest.

I have also attached a copy of the monthly report form; which you need to file with the court each month. Your first report will be due on **DATE**. Please review this form before the IDI.

I have also attached some other attachments which may be helpful to you. Please be advised you will need picture ID to enter our building.

Again, please note that we will not be sending a confirming letter and so it is your responsibility to attend the IDI and to provide our office with the requested documents.

Thank you for your prompt attention to these matters. Please contact me if you have any questions.

Sincerely,

NAME

Bankruptcy Analyst
Office of the US Trustee
(206)553-2000 **Ext.**

Enclosures (5)