

**OFFICE OF THE UNITED STATES TRUSTEE  
DISTRICT OF WYOMING**

**Direction of Attorney for the Debtors  
Concerning Contacts with Client regarding Administrative Matters**

Re: \_\_\_\_\_

**Part I: Purpose**

The United States Trustee is responsible for supervising the administration of cases under chapters 7, 11, 12, and 13 of the United States Bankruptcy Code, 28 U.S.C. §586. To fulfill this responsibility, the U.S. Trustee has issued Operating Guidelines And Reporting Requirements of The United States Trustee. The Guidelines impose certain administrative and reporting responsibilities on chapter 11 debtors-in-possession. In addition, there are other requirements imposed by law, including a requirement to pay U.S. Trustee quarterly fees. The U.S. Trustee's staff is available to assist debtors-in-possession in fulfilling these requirements. In addition, it is frequently necessary for members of the U.S. Trustee's staff to contact debtors concerning missing documents, incomplete forms, and other administrative matters. Many debtors-in-possession and attorneys prefer that these administrative matters be handled directly between the debtors and the U.S. Trustee's staff. Others prefer that all such contacts be made through counsel. Communication between the U.S. Trustee's staff and a debtors represented by Counsel is governed by the Wyoming Rules of Professional Conduct for Attorneys at Law and the Ethical Standards for attorneys for the Government. Accordingly, unless we receive your written authorization, all contacts between the U.S. Trustee's staff concerning this case, including all administrative matters, will be conducted through counsel for the debtors.

**Part II: Direction**

\_\_\_\_\_ I(We) direct that all contacts between the U.S. Trustee's staff concerning the administrative requirements of the U.S. Trustee, including completion of operating reports, insurance, banking arrangements, and payment and calculation of quarterly fees, may be made directly between the U.S. Trustee and the debtors.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attorney for debtor(s)