



**U.S. Department of Justice
Office of the United States Trustee**

2 East Bryan Street
Suite 725
Savannah, Georgia 31401

TEL: (912) 652-4112
FAX: (912) 652-4123

[DATE]

[TRUSTEE]
[ADDRESS]

Re: [CASE NAME]
[Chapter 7 Case No. _____]

Dear _____,

This letter summarizes your initial responsibilities as trustee in a case converted from chapter 11 to chapter 7. For your convenience, attached are (1) relevant language from the Chapter 7 Trustee Handbook and (2) excerpts from Federal Rule of Bankruptcy Procedure 1019 which sets forth rules and protocols for cases converted to chapter 7 from another chapter.

Please contact the UST attorney who handled this case and inquire about particular issues meriting your attention. The following matters should be handled immediately:

- ensure the debtor has ceased operations
- assess the extent of real and personal property and perform an inventory
- verify insurance coverage, to the extent insurance is necessary
- identify the principals
- locate and obtain possession or control of the estate's business premises, books, cash, credit cards, business records, real and personal property, receivables, post office boxes, mail, stationary, websites, computers, and electronic media
- close bank accounts and secure bank forms and records
- arrange for all mail to be forwarded to your office
- recover security deposits
- review the case docket for pending matters and proceedings requiring a response
- identify sensitive issues, such as environmental problems and special assets (*e.g.* firearms, liquor, tobacco, pharmaceuticals, and perishables)
- determine deadlines and applicable statutes of limitation
- notify the U.S. Trustee about threatened or pending investigations

[TRUSTEE]
[DATE]
Page Two (2)

The initial phase of your administration of this case also should include the review of various items on the docket, including the following:

- schedules and statement of financial affairs
- monthly operating reports
- bank records
- tax returns
- business records
- leases and contracts
- disclosure statement and plan
- proofs of claim
- administrative expenses

Please instruct the debtor to file all outstanding monthly operating reports and a final report and account. If you cannot determine the amount of quarterly fees owed, please contact this office prior to making any distributions.

Thank you for serving as trustee. Please let me know if you have any questions regarding your appointment.

Very truly yours,

[AUST NAME]
Assistant United States Trustee
Savannah, Georgia

Enclosures