



U.S. Department of Justice  
Office of the United States Trustee  
51 SW First Avenue Room 1204  
Miami, FL 33130

/ /2019

Dear \_\_\_\_\_ :

As you are aware, Title 28, Section 586(a)(3) of the United States Code, directs the U.S. Trustee to supervise the administration of all Chapter 11 cases. In accordance with that responsibility, the U.S. Trustee has set the following date and time for conducting the Initial Debtor Interview (IDI) in the below case:

Case #: \_\_\_\_\_

Debtor: \_\_\_\_\_

IDI Date and Time: \_\_\_\_\_ at \_\_\_\_\_

Place of IDI: Teleconference with \_\_\_\_\_ at # \_\_\_\_\_

The Initial Debtor Interview is generally conducted by an Analyst/Auditor from the Office of the U.S. Trustee, prior to the first Meeting of Creditors, to obtain general information and documents from the debtor that are required by the U.S. Trustee Guidelines.\*\* The IDI is not recorded and is not conducted under oath. The IDI provides the UST with a general understanding of the Chapter 11 case, such as the reasons for filing and the debtor's basis for reorganization. During the IDI, the UST will also discuss and explain the U.S. Trustee Guidelines, quarterly fees, monthly operating reports, banking and insurance requirements, and other matters deemed appropriate.

Failure to provide the required documentation per UST Guidelines by the Initial Debtor Interview may result in a motion to dismiss or convert the case, or in the appointment of a trustee.

Initial Debtor Interviews will not be rescheduled unless all applicable insurance documentation is provided to our office prior to the initial scheduled meeting.

\*\*PLEASE NOTE: U.S. TRUSTEE GUIDELINES MAY HAVE CHANGED AND REQUIRED DOCUMENTS ARE FOUND ON THE FOLLOWING WEBSITE: <http://www.justice.gov/ust/r21/miami/chapter11.htm>.

It is preferred that you email the required documentation to my attention at [Keith.H.Kronin@usdoj.gov](mailto:Keith.H.Kronin@usdoj.gov); however, to ensure proper receipt, please attempt to limit each email size to under 5 MB, indicate the # of emails being sent (ex. 1 of 3), include the case # and debtor name in the subject line of each email (ex. #XX-XXXXX Debtor), and clearly indicate which documents are being attached to each email. A reply acknowledging the receipt of each email will be sent after the documents have been successfully downloaded.

**Fourteen Day Deadline: \_\_\_\_\_/2019**

Please contact me directly should you have any questions/concerns...

Regards,

United States Department of Justice  
Office of the United States Trustee  
51 SW First Avenue, Room 1204  
Miami, FL 33130  
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Email: [sofie.kesep@usdoj.gov](mailto:sofie.kesep@usdoj.gov)

cc: