



U.S. Department of Justice
Office of the United States Trustee
Middle District of Florida

501 E. Polk Street, Suite 1200 Phone: (813) 228-2000
Tampa, FL 33602 Fax: (813) 228-2303

[DATE]

[ATTORNEY ADDRESS]

RE: [CASE NAME]
Date documents due to this office:
Initial Debtor Interview:

Case No.: _____
[DATE]
[DATE/TIME]

Dear _____:

Title 28, § 586(a)(3) of the United States Code directs the United States Trustee to supervise the administration of all Chapter 11 cases. To comply with this charge, the United States Trustee for Region 21 has established certain operating guidelines and reporting requirements for Chapter 11 debtors in possession and trustees. For your convenience, this information has been placed on our website at http://www.justice.gov/ust/r21/reg_info.htm. All documents referenced on the website should be reviewed for applicability. Several of these documents may be completed online before printing. If the debtor is not represented by an attorney, a packet of the information contained on the website will accompany this letter.

Within **14 days** from the date of the filing of the bankruptcy petition, the debtor must provide the financial and business information identified on the U. S. Trustee Financial Requirements Checklist, as it appears at the website referenced above or provided in a packet to the debtor, to the Office of the United States Trustee at the address listed above. Unless otherwise agreed, these documents must be provided to the United States Trustee in hard copy.

Pursuant to the United States Trustee's statutory duties and to assist with the supervision of the Chapter 11 case, an Initial Debtor Interview has been scheduled on the date referenced in the above caption. This meeting will serve to review the debtor's compliance with the guidelines and reporting requirements and to discuss the debtor's ongoing responsibilities as a debtor in possession. It is *imperative* that the documents referenced on the U. S. Trustee Financial Requirements Checklist be provided by the due date, and that the debtor and the debtor's attorney, if represented, attend the Initial Debtor Interview. Failure to do either may result in a motion to dismiss or convert the bankruptcy case, or for the appointment of a trustee.

If the debtor owns a substantial or controlling interest in a non-filing entity, a completed Form B26, consistent with Fed. R. Bankr. P. § 2015.3, must also be included with the documents.

There are strict operational and proof requirements related to certain of the items included on the U. S. Trustee Financial Requirements Checklist. These pertain to items #3 (bank accounts) and #10 (insurance) and are as follows:

Banking

- All pre-petition accounts must be closed immediately upon the filing of the petition. Proof of closing includes a copy of the debtor=s account closing instructions issued to the bank along with a -0- balance statement dated thereafter, or the bank=s own certification of account closing.
- Debtor in possession accounts must be opened immediately. Proof of opening these accounts include copies of the signature cards and evidence that a deposits have been made into the accounts.

Insurance

- A Certificate of Insurance or a Policy Declaration Page, effective as of the filing date and thereafter, is required. This must evidence that property, casualty and liability insurance is currently in force in amounts sufficient to cover all assets of the estate. These are the only two documents that are acceptable as proof of insurance.

Additional information concerning the bank accounts and insurance requirements along with other pertinent information can be found in the Operating Guidelines and Reporting Requirements for Debtors In Possession and Chapter 11 Trustee which is posted on the website.

The following individuals from the Office of the United States Trustee are assigned to your case:

Bankruptcy Attorney: _____
Bankruptcy Analyst: _____

Thank you for your attention to these matters. If you are an attorney or a non-represented debtor, please contact this office with any questions you might have.

Sincerely,

Guy Van Baalen
Assistant United States Trustee
Office of United States Trustee
Tampa Office, Region 21

Copy: _____, Trial Attorney
_____, Bankruptcy Analyst