

**Sample
Letter in
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax: (803) 765-5260*

September 7, 2022

Debbie Debtor
1234 Any Street
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. By separate communication, we have asked your attorney to contact us within the next week to arrange a date and time for the IDI.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please download and review the guidelines carefully prior to the IDI. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

Julie C. Smoak

Julie C. Smoak
Bankruptcy Analyst

cc: Debtor's Attorney

**Sample
Letter in
Chapter 11
Subchapter V
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax: (803) 765-5260*

September 7, 2022

Debbie Debtor
1234 Any Street
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11, subchapter V of the Bankruptcy Code.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. By separate communication, we have asked your attorney to contact us within the next two days to arrange a date and time for the IDI. The Subchapter V Trustee will also participate in the interview.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please download and carefully review the guidelines, giving special attention to the sections directed specifically to Subchapter V debtors, prior to the IDI.

As a subchapter V case is designed to move a small business debtor more quickly through the process of reorganization, it is imperative that you maintain lines of communication with your counsel and respond to the requests of the UST and the Trustee as promptly as possible. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

Julie C. Smoak

Julie C. Smoak
Bankruptcy Analyst

cc: Debtor's Attorney

**Sample
Letter in
Converted
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

1835 Assembly Street, Suite 953
Columbia, South Carolina 29201

(803) 765-5250
Fax: (803) 765-5260

September 7, 2022

Debbie Debtor
1234 Any Street
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 conversion of the above-referenced case under chapter 11 of the Bankruptcy Code.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. By separate communication, we have asked your attorney to contact us within the next week to arrange a date and time for the IDI.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please download and review the guidelines carefully prior to the IDI. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

Julie C. Smoak

Julie C. Smoak
Bankruptcy Analyst

Enclosure

**Sample
Letter in
Transferred
Venue
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

*1835 Assembly Street, Suite 953
Columbia, South Carolina 29201*

*(803) 765-5250
Fax: (803) 765-5260*

September 7, 2022

Debbie Debtor
1234 Any Street
Columbia, SC 29201

Re: Debbie Debtor
Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code and subsequent transfer of venue to the District of South Carolina.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. By separate communication, we have asked your attorney to contact us within the next week to arrange a date and time for the IDI.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please download and review the guidelines carefully prior to the IDI. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

Julie C. Smoak

Julie C. Smoak
Bankruptcy Analyst

**Sample
Letter in
Involuntary
Chapter 11
Case**



U.S. Department of Justice

*Office of the United States Trustee
District of South Carolina*

1835 Assembly Street, Suite 953
Columbia, South Carolina 29201

(803) 765-5250
Fax: (803) 765-5260

September 7, 2022

Debbie Debtor
1234 Any Street
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 entry of the Order for relief to proceed under Chapter 11 of the Bankruptcy Code.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. By separate communication, we have asked your attorney to contact us within the next week to arrange a date and time for the IDI.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at http://www.justice.gov/ust/r04/reg_info.htm. Please download and review the guidelines carefully prior to the IDI. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

Julie C. Smoak

Julie C. Smoak
Bankruptcy Analyst

Enclosure