



**U.S. Department of Justice**

*Office of the United States Trustee  
Region Four  
District of Maryland  
Greenbelt Division*

6305 Ivy Lane, Suite 600  
Greenbelt, Maryland 20770

(301) 344-6216  
Fax: (301) 344-8431

Date

**VIA EMAIL: as possible**

**Debtor Name  
Address  
City, ST zip**

**Re: *In re Debtor Name, Case No.xx-xxxx***

Dear (Debtor name):

The Office of the United States Trustee, an agency within the United States Department of Justice, supervises all bankruptcy cases, including those filed under Chapter 11. I am the attorney in the Office that will be handling your case. The Bankruptcy Code and Rules set forth certain requirements that all Chapter 11 debtors must follow. Please carefully read the following materials, which are enclosed:

**Operating Guidelines and Reporting Requirements for Chapter 11 Cases (Attachment 1):**

Enclosed are the Operating Guidelines for Chapter 11 Cases. The debtor and all bankruptcy professionals must read the guidelines and be familiar with the requirements contained in this document. You must comply with the directions contained in the Guidelines; failure to understand it is not a valid excuse.

**Monthly Operating Reports (Attachment 2):**

Chapter 11 debtors must file a monthly operating report with the Court for each month you are in bankruptcy. Each monthly operating report is due 20 days after the end of each month. This means you must mail the monthly operating report to the Court in time for the Court to receive it by the 20<sup>th</sup> of the following month. The monthly operating report provides your financial information for the preceding month. Your first monthly operating report must be filed by (20 days after end of month after filing) and will cover the reporting period of (Date of filing) through (End of first month). (The second report will cover the calendar month of (2<sup>nd</sup> full month) and is due (x/20/20XX).)

**Banking Information (Attachment 3):**

The Authorization for Release of Bank Information. This document must be completed, signed, and returned to (Analyst Name) of the United States Trustee's Office.

**Bankruptcy Information Sheet (Attachment 4):**

This document provides some general background information about what happens in a bankruptcy case. This document is called the "United States Trustee's Information Sheet." At your meeting of creditors, you will be asked whether you have read this document and whether you have any questions.

The Meeting of Creditors (“341 Meeting”) is scheduled for (DATE at TIME) here in our office at 6305 Ivy Lane in either Room 620 or 621. **Please bring a government issued photo ID and Social Security card to that meeting as well a copy of your petition, schedules and statement of financial affairs. If you do not bring your government issued photo ID and Social Security card, the 341 Meeting will be continued to another date and time.**

In addition to the 341 Meeting, as a Chapter 11 debtor, you must attend an Initial Debtor Interview. Your Initial Debtor Interview is scheduled for (DATE at TIME) which will be held in our office at 6305 Ivy Lane, Suite 600 in Greenbelt, MD. This meeting will last approximately 60 – 90 minutes and will include a review of your responsibilities as a Debtor-in-Possession, preparation of the required Monthly Operating Reports and collection of documents necessary in the bankruptcy which are described below. (Analyst Name) will answer any administrative questions about the forms and reports at that time.

Here is a list of items that you provide either before or at the Initial Debtor Interview (Items 1 and 7 should be received by this office by (DATE, business day prior to IDI):

1. **Bank statements** - Three most recent statements for any accounts open during the 90 days before you filed your bankruptcy petition (includes banks, credit union, paypal accounts, brokerage, etc);
2. **Bank account closings** - Proof of closing any accounts that were open at the petition date;
3. **New bank account information** - The Authorization for Release of Bank Information (Exhibit 3) signed by you and the bank for your new Debtor in Possession bank account which must be opened at an authorized depository. (See the Guidelines for a list of banks as well as how the checks should look.)
4. **Insurance information** - Declaration page of the insurance policy for all assets scheduled in the case (e.g. property, vehicles, etc.)
5. **Certificate of insurance** for vehicles, home and other properties that you own; these certificates of insurance *must* list the US Trustee as a notice holder, and include our name and address (See the Guidelines for how our name and address should appear on the certificate);
6. **Pay stubs** – Your pay stubs for the two months pre-petition; and
7. **Tax returns** - Your two most recent federal and state tax returns filed along with all attachments.

Finally, you should strongly consider hiring an attorney to represent you in your bankruptcy case. Chapter 11 cases can be complex and we cannot provide you with legal advice. Further, there may be relief and remedies available to you in Chapter 11 of which you may not be unaware.

Although there is no right to an attorney in a bankruptcy case, the Bankruptcy Court has set up a Debtor Assistance Project (“DAP”) through which individuals such as yourself can obtain legal advice for free or at a reduced rate. The web site for the DAP is <http://www.mdb.uscourts.gov/content/debtor-assistance-project>. The DAP also can be reached by telephone at (410) 962-3813 or you may email them at [probono@mdb.uscourts.gov](mailto:probono@mdb.uscourts.gov). ***Please notify our office if you retain an attorney to represent you in this case.***

Thank you for your careful attention to this correspondence. I look forward to your prompt cooperation.

Yours truly,

/s/ Atty Name  
Attorney

Encls: Attachments 1, 2, 3 and 4