

I appreciate your help with the estate of [] to set the date for the Initial Debtor Interview. I have open the following dates: [dates].

We should receive a hard copy of the Initial Financial Report by its due date of [date] with original signature and appropriate documents attached, especially evidence of insurance. This report is not filed with the Court. The report should include the appropriate evidence of insurance (listing the Office of the United States Trustee as a party to be noticed in the event of cancellation) described in the Operating Guidelines and Reporting Requirements of the United States Trustee ("OGRR"). No extension is granted for providing evidence of insurance.

Please have the Debtor close all pre-petition bank accounts and open new "debtor in possession" bank account(s). The Debtor will need to establish the new account at an authorized depository, listed on our website provided below. The checks ordered for the new accounts should be properly imprinted with the full name of the Debtor(s); the phrase, "Debtor In Possession", and bankruptcy case number, as described in the OGRR. The financial projections provided should reflect payment of the Chapter 11 quarterly fees that are due the last day of the month following the calendar quarter for which the fee is owed - 28 U.S.C. §1930.

Before the interview, the appropriate individuals of the Debtor (i.e., officer, managing member, owner, etc.) should read the Operating Guidelines and Reporting Requirements of the United States Trustee (OGRR). The OGRR and related Excel spreadsheets are accessible from our internet site:

<http://www.justice.gov/ust/r19/denver/chapter11.htm>

[FOR INDIVIDUAL DEBTORS]

Please have the Debtor read the Operating Guidelines and Reporting Requirements of the United States Trustee (OGRR) before the interview. The OGRR and related Excel spreadsheets are accessible from our internet site:

<http://www.justice.gov/ust/r19/denver/chapter11.htm>

An employer identification number (EIN) should be obtained for the estate. When an individual is (or individuals are) in Chapter 11, the bankruptcy estate represents a separate taxable entity under §1398 of the Internal Revenue Code. See the attached documents, involving the IRS Notice 2006-83 that provides guidance for individuals filing bankruptcy cases under Chapter 11 of the Bankruptcy Code. It is also available on the IRS web site: http://www.irs.gov/irb/2006-40_IRB/ar12.html You may want to call the IRS at 1-800-829-4933 for further assistance or go the IRS web site of www.irs.gov and use "EIN" in the search box to find "Apply for an Employer Identification Number".

On a going forward basis, we should timely receive Monthly Operating Reports, full and timely payment of Chapter 11 quarterly fees, and evidence of insurance as policies expire or replaced.

Should you have any questions, please feel free to call me any time at _____. However, the legal questions should be directed to the trial attorney of our office.