

Dear Counsel:

I am emailing to set a time for the Initial Debtor Interview ("IDI") in the above referenced case. The 341 meeting has been set for [REDACTED], and I typically like to perform the IDI a week or so prior to that meeting. Below are the dates and times that I have available. Please let me know which works best for you.

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**Location:**

If it is okay with you, I feel that the IDI in this case can be conducted telephonically. Please let me know if you would like me to setup a conference call number, or if you would like to call me directly once you and your client are ready to begin.

**Timing:**

The IDI should take approximately 2 hours. However, it may not be necessary, but please allow for additional time if there are complexities in the case for which I am not currently aware.

**Missing Court Documents:**

Please make sure to file the following documents with the court no later than [REDACTED]:

- ☐ *Statement of Financial Affairs*
- ☐ *Schedules A-J*
- ☐ *Summary of Assets & Liabilities*
- ☐ *Declaration Regarding Schedules*
- ☐ *Chapter 11 Statement of Current Monthly Income (Form 122B)*
- ☐ *Employee Income Records and/or Statement Concerning No Employee Record*

Also please be sure to file the following with the court if necessary:

- ☐ *Form 426: Rule 2015.3 report/s* for any entity or entities in which you own a substantial or controlling interest.

**Initial Financial Reports: (Due 5 days prior to the Initial Debtor Interview)**

The Debtor will also need to compile an **Initial Financial Report**, ("IFR"), and submit it at least 5 days prior to the IDI. The Initial Financial Report should be **sent directly to our office, and not filed with the court**. It is okay to email a copy of the report to me directly in order to get it submitted on time, but please remember we do need the original correctly titled, voided DIP check/s for our file.

All of the IFR forms and information necessary to complete the IFR can be located on the following website: <http://www.justice.gov/ust/r19/denver/chapter11.htm>

The Initial Financial Report should include the following:

- ❑ The completed and signed cover page;
- ❑ Most recent federal income tax return with all supporting schedules, and the most recent year-end and month-end Balance Sheet and Income Statements;
- ❑ Proof of valid insurance on any of the Debtor's real and personal assets, business liability insurance, workers' compensation insurance, and any other insurance necessary in the Debtor's line of work. Certificates of Insurance should also list the US Trustee's Office (w/address: 1961 Stout Street, Suite 12-200, Denver, CO 80294) as a **party to notify** in case of expiration/cancellation/renewal. *Please do not add the UST's Office, the Bankruptcy Analyst, or the US Trustee/Trial Attorney as an additional insured.*
- ❑ A new "Debtor in Possession" bank account should be opened in the Debtor's name. Below are the requirements and documentation to provide related to the new DIP account/s:
  - 1) All pre-petition bank accounts MUST be closed immediately, and a copy of each closing bank statement for each pre-petition bank account must be provided to the UST once available.
  - 2) Each new DIP bank account should be opened at an Authorized Depository- see list of approved depositories on the UST website, link above. Also, please utilize the contact information provided on that list in order to more easily facilitate the opening of the new DIP account/s.
  - 3) Please provide the UST with an ORIGINAL, voided DIP account check/s for each new account opened. Each DIP Account Name and check title should include the following: 1) the words "Debtor-in-Possession"; and 2) the "Case No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_".
  - 4) If the DIP checks are not yet available, please provide the documentation provided by the bank when the new DIP account was opened. Documentation must include proper account title, account #, routing #, institution name, and date account was opened.
- ❑ Evidence of a new EIN from the IRS for the bankruptcy estate;
- ❑ The signed Insurance & Environmental Questionnaire; and
- ❑ The cash flow projections for the 6 months post-petition.

Thank you.