



U.S. Department of Justice

*United States Trustee
Districts of Kansas, New Mexico and Oklahoma*

301 North Main, Ste. 1150
Wichita, KS 67202

316-269-6217
FAX 316-269-6182

MEMORANDUM

TO: Region 20 Chapter 7 Trustees

FROM: Edward B. Walsh
Supervisory Auditor

SUBJECT: Consolidation of Review of Trustee's Final Accounts

DATE: December 10, 2013

Please see the new process and procedures outlined below. These new procedures will be implemented effective December 10, 2013. You will recall that the Program's goal is to provide a more efficient, consistent, and timely review of these reports. You and your staff should carefully read this Memorandum.

Submitting the TDR to the United States Trustee's TDR Reviewer

Under the new consolidated procedure, all TDR submissions will be sent by email to USTP.Region20.TDR@usdoj.gov. The trustee will maintain the original wet signature TDR for a period of at least two years after the date the trustee was discharged.

A complete TDR submission will include the following:

- Data-enabled Trustee's Final Account (TDR),
- Exhibit 1 – Gross Receipts;
- Exhibit 2 – Funds Paid to Debtor & Third Parties;
- Exhibit 3 – Secured Claims;
- Exhibit 4 – Chapter 7 Administrative Fees and Charges;
- Exhibit 5 – Prior Chapter Administrative Fees and Charges;
- Exhibit 6 – Priority Unsecured Claims;
- Exhibit 7 – General Unsecured Claims;
- Exhibit 8 – Individual Estate Property Record (Form 1); and
- Exhibit 9 – Cash Receipts and Disbursements Record (Form 2)

The subject line of the email must contain the following information, in the stated order: ten digit case number, including the three digit United States Trustee court or divisional designator prefix as listed below (no spaces or hyphens), space, debtor's last name or first two words if business name, space, document abbreviation, space, and trustee's last name. **[Example: 8751301234 Jones TDR Smith]** This email subject line signifies that trustee Smith submitted a TDR in the Jones case with case number 13-01234, for a case filed in the Western District of Oklahoma that has a United States

Trustee designator 875. If the debtor had been a business named The Foundry Limited, the words The Foundry would have replaced Jones in the subject line of the email. Please use the following three digit United States Trustee court or divisional designator prefix:

832	Kansas City, Kansas
835	Topeka, Kansas
836	Wichita, Kansas
841	New Mexico
854	Northern District of Oklahoma
867	Eastern District of Oklahoma
875	Western District of Oklahoma

The email attachments will follow the same format: ten digit case number (no spaces or hyphens), space, debtor's last name, space, document abbreviation, space, trustee's last name. Please use the following document abbreviations:

TDR	Trustee's Final Account
TDR-COR	Corrected Trustee's Final Account
NFR	Notice of Final Report
ROD	Report of Distribution

The bank records package (bank statements and cancelled checks) should be mailed concurrently with your TDR email submission. Please mail all TDR bank records to the address below:

Office of United States Trustee
ATTN: Kelly Jordan
301 N. Main, Suite 1150
Wichita, KS 67202

After the review is complete, the original bank statements and checks will be returned.

Errors and Corrections

If the TDR Reviewer identifies an error requiring correction, you will be sent an email that contains a description of the problem. You will have five business days to respond and provide the missing or corrected information. All corrections must be directed to the TDR Reviewer and sent by email using the standard subject lines set forth above, with TDR-COR as the document abbreviation. If the correction is not received within five business days, the TDR will be noted as returned. Subsequently, upon receipt of the correction, the TDR Reviewer will deem the corrected TDR as new and will process the review based upon the date the correction was received.

We will track all errors and responses to ensure the accurate submission of TDRs and the timely resubmissions of corrections. We will attempt to address any habitual problems promptly in consultation with the local Office of U.S. Trustee.

Contact Information for Questions or Problems

Please carefully review the information provided in this Memorandum and ensure your staff is aware of these changes. We will make some adjustments to the new procedures and the processes as we move forward. Please contact me at 316-269-6217 or by email at edward.walsh@usdoj.gov if you have any questions or feedback concerning the information in this Memorandum.

Thank you in advance for your cooperation. We look forward to providing you with a more efficient, consistent, and timely review of your Trustee Final Accounts.

cc: Region 20 Assistant U.S. Trustees
Region 20 TFR/TDR Consolidation Team