

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**IN RE:**

**CASE NO:**

**Debtor(s)**

**MONTHLY REPORT OF INDIVIDUAL DEBTOR IN POSSESSION/TRUSTEE  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_\_**

**PART A: CERTIFICATIONS**

1.    Yes\_\_\_\_\_ No\_\_\_\_\_    All tax returns coming due post-petition have been filed or extensions granted.
2.    Yes\_\_\_\_\_ No\_\_\_\_\_    All administrative expenses [post-petition obligations] including taxes are current.
3.    Yes\_\_\_\_\_ No\_\_\_\_\_    All insurance remains in full force and effect in accordance with Local Bankruptcy Rule No. 4002-1(b)(1)(c). (\*Provide expiration dates on following page\*)
4.    Yes\_\_\_\_\_ No\_\_\_\_\_    New books and records were opened as of the petition date and are being maintained monthly and are current.
5.    Yes\_\_\_\_\_ No\_\_\_\_\_    New DIP bank accounts were opened and are reconciled in accordance with Local Bankruptcy Rule No. 4002-1(b)(1).
6.    Yes\_\_\_\_\_ No\_\_\_\_\_    Pre-petition bank accounts have been closed.
7.    Yes\_\_\_\_\_ No\_\_\_\_\_    Pre-petition debts [obligations due on or before the filing of the case] have not been paid *this reporting period* or *since the filing of this case*.
8.    Yes\_\_\_\_\_ No\_\_\_\_\_    Court approval was requested and granted for any transfers or sales of property that were made during this period.
9.    Yes\_\_\_\_\_ No\_\_\_\_\_    Estate funds which are on deposit in banking institutions are fully covered by FDIC or FSLIC insurance of \$250,000. If combined balances exceed \$250,000, you have contacted your attorney to verify these deposits are covered.
10.   Yes\_\_\_\_\_ No\_\_\_\_\_    All funds coming into the Debtor's estate have been deposited into the DIP account.
11.   Yes\_\_\_\_\_ No\_\_\_\_\_    Copies of the corresponding bank statements are attached for each open account.
12.   Yes\_\_\_\_\_ No\_\_\_\_\_    If this report falls on the calendar quarter, the debtor has paid the Chapter 11 quarterly fee.

**SUPPLEMENT TO PART A:  
EXPLANATION OF CERTIFICATIONS REFLECTED AS "NO"**

- 1. Tax returns not filed:**
  
- 2. Administrative expenses [post-petition] other than taxes not current:**  
Type \_\_\_\_\_ and amount \_\_\_\_\_ unpaid.  
Type \_\_\_\_\_ and amount \_\_\_\_\_ unpaid.  
**When will the debtor bring these payments current?:**
  
- 3. Description of uninsured estate property, reasons why and steps implemented to obtain insurance. Also, provide expiration dates for policies covering your assets:**
  
  
  
  
  
  
  
  
  
  
- 4. Reason/explanation why new books and records have not been opened:**
  
  
  
  
  
  
  
  
  
  
- 5. Reason/explanation why new bank accounts have not been opened:**
  
  
  
  
  
  
  
  
  
  
- 6. Reason/explanation why old bank accounts have not been closed:**
  
  
  
  
  
  
  
  
  
  
- 7. List all prepetition debts which were paid since the petition date including the name and address of the creditor paid, the amount paid, and the justification for the payment [do not include payments to secured creditors or lessors under an adequate protection agreement.]**

8. **List all property which was sold/transferred outside the ordinary course of business and whether prior authority for such transfer[s] was obtained from the court:**
  
9. **If funds are not fully covered by FDIC or FSLIC insurance of \$250,000.00, provide name of bank[s] where estate monies are deposited and the balance of all accounts therein:**
  
10. **Please indicate what estate funds were not deposited into a DIP account, the amount of funds not deposited, and the disposition of the funds:**
  
11. **Reason/explanation why bank statements were not attached:**
  
12. **Reason/explanation why debtor has not paid the Chapter 11 quarterly fee:**

**I declare under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge and belief.**

**Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**Debtor in Possession**

\_\_\_\_\_  
**Joint Debtor in Possession**

**I certify that the information contained in this report is true and correct to the best of my knowledge and belief.**

**Date:**

\_\_\_\_\_  
**Attorney for Debtor  
Name, Address and Phone Number  
of Attorney for Debtor In Possession/Trustee**



**SUMMARY OF BANK ACCOUNT INFORMATION**

- 6. Total bank balance                   \$ \_\_\_\_\_
- 7. Plus uncleared deposits           \$ \_\_\_\_\_
- 8. Less uncleared checks            \$ \_\_\_\_\_
- 9. Reconciled balance               \*\$ \_\_\_\_\_

**BANK NAME           ACCOUNT NUMBER           TYPE OF ACCOUNT**

**\*If item #4 differs from Item #9, please explain:**

ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_\_

Part C :  
STATUS OF PAYMENTS TO SECURED CREDITORS

1. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

2. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

3. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

4. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

5. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

6. Creditor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_\_

Part D :

STATUS OF PAYMENTS TO LESSORS

Provide the following information for all leases that have not been rejected:

1. Lessor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

2. Lessor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

3. Lessor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

4. Lessor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

5. Lessor Name: \_\_\_\_\_  
Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_  
If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Have all payments due to this creditor(s) since the petition date been paid? \_\_\_\_\_  
If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

[Attach a separate page for additional lessors]

**ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE QUARTER OF \_\_\_\_\_, 20\_\_\_\_\_**

**Part E: Chapter 11 Quarterly Fees**

**Disbursements include: Sum total of disbursements from all bank accounts, including payments of operating expenses and payments to secured creditors and lessors. Disbursements also include payments made on behalf of the Debtor by a third party. Disbursements do not include transfers between accounts. Quarterly fees are not prorated.**

**1<sup>st</sup> Quarter**

Disbursements for January, 20\_\_\_\_\_ : \_\_\_\_\_  
Disbursements for February, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_  
Disbursements for March, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Total Disbursements for the 1<sup>st</sup> Quarter: \_\_\_\_\_**

**2<sup>nd</sup> Quarter**

Disbursements for April, 20\_\_\_\_\_ : \_\_\_\_\_  
Disbursements for May, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_  
Disbursements for June, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Total Disbursements for the 2<sup>nd</sup> Quarter: \_\_\_\_\_**

**3<sup>rd</sup> Quarter**

Disbursements for July, 20\_\_\_\_\_ : \_\_\_\_\_  
Disbursements for August, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_  
Disbursements for September, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Total Disbursements for the 3<sup>rd</sup> Quarter: \_\_\_\_\_**

**4<sup>th</sup> Quarter**

Disbursements for October, 20\_\_\_\_\_ : \_\_\_\_\_  
Disbursements for November, 20\_\_\_\_\_ : \_\_\_\_\_ Amount of Fee Due: \_\_\_\_\_  
Disbursements for December, 20\_\_\_\_\_ : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Total Disbursements for the 4<sup>th</sup> Quarter: \_\_\_\_\_**

**\*\*Payment of quarterly fees should be submitted to the Bankruptcy Clerk of Court from an attorney's trust account, by certified check, or money order. Attorneys may submit payment through [www.pay.gov](http://www.pay.gov). All personal checks will be returned unprocessed.**

<b>Total Disbursement for the Quarter</b>	<b>Amount of Fee Due</b>
\$0 to \$14,999.00	\$325
\$15,000.00 to \$74,999.99	\$650
\$75,000.00 to \$149,999.99	\$975
\$150,000.00 to \$224,999.99	\$1,625
\$225,000.00 to \$299,999.99	\$1,950
\$300,000.00 to \$999,999.99	\$4,875
\$1,000,000.00 to \$1,999,999.99	\$6,500
\$2,000,000.00 to \$2,999,999.99	\$9,750
\$3,000,000.00 to \$4,999,999.99	\$10,400
\$5,000,000.00 to \$14,999,999.99	\$13,000
\$15,000,000.00 to \$29,999,999.99	\$20,000
\$30,000,000.00 or more	\$30,000