

Attorney or Professional Name, Address, Telephone, and FAX.	File with U.S. Trustee within 7 days of filing the Chapter 11 petition. Do not file with the Bankruptcy court.
<b>UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA</b>	
In re:	Chapter 11 Case Number
Debtor	<b>7-DAY PACKAGE COVER SHEET</b> <input type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Supplemental</b>

Mark One Box for Each Required Document			You must attach each of the following documents or a satisfactory explanation for your failure to attach a document. Failure to submit these documents in a timely fashion may result in a motion to convert or dismiss the case. The submission of documents that are incomplete or not prepared in accordance with USTP guidelines and requirements will be treated as a failure to submit.
Document Attached	Previously Submitted	Explanation Attached	
			<b>REQUIRED DOCUMENTS:</b>
			1. Real Property Questionnaire (USTSV-RPQ) for each parcel of real property.
			2. Pre-Petition bank account information
			3. Proof of Establishment of Debtor-In-Possession bank accounts:
			A. General account
			B. Payroll account
			C. Tax account
			D. Other necessary accounts (e.g. cash collateral)
			4. Proof of insurance coverage: (submit declaration pages)
			A. General comprehensive public liability insurance
			B. Fire and theft insurance
			C. Workers compensation insurance
			D. Vehicle insurance
			E. Product liability insurance
			F. Other customary insurance coverage
			5. Proof of required certificates and licenses
			6. List of insiders as defined in 11 U.S.C. § 101(31)
			7. Pre-petition financial statements
			8. Projected cash flow statement
			9. Trust agreements and any amendments thereon
			10. Proof of recordation of chapter 11 petition
			11. Statement of Major Issues and Timetable Report
			12. Recently filed Federal income tax returns, Federal & state payroll tax returns, state sales tax returns, with all schedules and attachments (submit as separate package).
			13. Employee benefit plan questionnaire (USTSV-EBPQ)

CONTINUED

**PAGE 2 MUST BE INCLUDED OR THIS DOCUMENT WILL BE CONSIDERED INCOMPLETE**

In re:	Chapter 11 Case Number
	<b>7-DAY PACKAGE COVER SHEET</b> <input type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Supplemental</b>

Debtor

I have read and understood the Guidelines and Requirements for Chapter 11 Debtors-in-Possession. I have also reviewed the documents attached to this cover sheet.

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Law Firm Name

By: \_\_\_\_\_  
 Attorney for Debtor

I declare under penalty of perjury that the information provided on 7-Day Package Cover Sheet and the attachments herein are true and correct to best of knowledge, information and belief. I have full authority to answer the questions on the documents attached hereto on behalf of the debtor-in-possession.

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name and Title of Authorized Agent for Debtor-in-Possession

By: \_\_\_\_\_  
 Signature of Authorized Agent for Debtor-in-Possession