

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>

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 meet these requirements may result in the filing of a motion to dismiss or convert your case.
Document Attached	Previously Submitted	Explanation Attached	
			<b>REQUIRED DOCUMENTS:</b>
			1. Real Property Questionnaire (USTLA-5) for each parcel of real property.
			2. Bank Statements evidencing that all pre-petition bank accounts have been closed and a declaration re: closing of accounts; account#, bank, and \$ amount at time of closing.
			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. Most recently prepared audited and unaudited financial statements
			8. Projected cash flow statement
			9. Copies of trust agreements to which Debtor is a party or under which Debtor holds property.
			10. Proof of recordation of Chapter 11 petition
			11. Physical inventory of goods, machinery, and equipment
			12. Statement of Major Issues and Timetable Report
			13. Most recently filed State and Federal Payroll Tax Returns, Federal Income Tax Returns, and State Sales Tax Returns, with all schedules and attachments (submit as separate package).

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Debtor in Possession or Trustee