

U.S. Department of Justice

**United States Trustee
District of New York**

42 Delaware Avenue
Suite 100
Buffalo, New York 14202

FTS/ 437-5541
716/ 846-5541

**GUIDELINES FOR SUBMITTING
ALLEGATIONS OF BANKRUPTCY FRAUD**

In order to expedite the handling of the complaints of criminal violations of the bankruptcy system, we require that your requests for investigation be submitted in writing to the above address, Attention: Criminal Referral Unit. Due to the complexity of these matters and the shortage of personnel, oral complaints can not be accepted.

A properly submitted complaint will be reviewed by our office. If the information furnished establishes the validity of a crime, the matter will be referred to the United States Attorney for an initial opinion as to the potential for prosecution. If the matter is deemed to hold prosecutive merit, it will be referred to the appropriate federal law enforcement agency for a full scale investigation. Due to the immense case loads of the agencies involved, a clearly written, easy to follow, and informative complaint containing copies of all backup documentation is required to ensure your allegations are acted upon. **HELP US TO HELP YOU!**

The following is a suggested outline of the information the Office of the United States Trustee must have in order to consider a matter for referral to the United States Attorney.

- I. The case name and file number and a copy of the petition.
- II. A chronological summary (including dates) of history of your complaint. Remember to include the four W's & H; Who, What, Where, When and How.
- III. Number and Title each allegation, include a brief narrative of what occurred, referring to attached copies of relative documents. In other words...**PROVE YOUR ALLEGATIONS!**
- IV. Names, addresses, phone numbers and descriptions of all subjects involved.
- V. Names, addresses, phone numbers and descriptions of all witnesses.

Although this may seem a laborious and time consuming project, it has been our experience that the only cases that make it through the system are those in which the victims

brought forward as much evidence as possible and explained, in detail, what occurred.

Bringing the modern day white collar criminal to justice requires a concerted effort on the part of all parties involved and begins with a determined, efficiently planned strategy to present your complaint in a matter that is easily comprehended by law enforcement agencies and will move your case ahead as a high priority matter.

If you have any questions regarding the filing of your complaint, please submit in writing to our office, Attention: Criminal Referral Unit.

Very truly yours,

Christopher K. Reed
Assistant U.S. Trustee

CKR/ccc