

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

FEE APPLICATION COVER SHEET

Debtor: _____ Applicant: _____
Case No.: _____ Client: _____
Chapter: _____ Case Filed: _____

**SECTION 1
FEE SUMMARY**

☐ Interim Fee Application No. _____ or ☐ Final Fee Application

| | <u>FEES</u> | <u>EXPENSES</u> |
|--------------------------------|-------------|-----------------|
| Total Previous Fee Requested: | \$ _____ | \$ _____ |
| Total Fees Allowed To Date: | \$ _____ | \$ _____ |
| Total Retainer (If Applicable) | \$ _____ | \$ _____ |
| Total Holdback (If Applicable) | \$ _____ | \$ _____ |
| Total Received By Applicant | \$ _____ | \$ _____ |

| NAME OF PROFESSIONAL & TITLE | YEAR ADMITTED (Or Years Of Professional Service) | HOURS | RATE | FEE |
|---------------------------------|--|-------|------|-----|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

Fee Totals: _____

Disbursements Totals: _____

Total Fee Application _____

SECTION II
SUMMARY OF SERVICES

| SERVICES RENDERED | HOURS | FEE |
|--|--------------|------------|
| a) Asset Analysis and Recovery: Identification and review of potential assets including causes of action and non-litigation recoveries. | | |
| b) Asset Disposition Sales, leases, abandonment and related transaction work. | | |
| c) Avoidance Action Litigation Preference and fraudulent transfer litigation. | | |
| d) Business Operations Issues related to debtor-in-possession operating in chapter 11 such as employee, vendor, tenant issues and other similar problems. | | |
| e) Case Administration Coordination and compliance activities, including preparation of statement of financial affairs, schedules, list of contracts, United States Trustee interim statements and operating reports; contacts with the United States Trustee; general creditor inquiries. | | |
| f) Claims Administration and Objections Specific claim inquiries; bar date motions; analyses, objections and allowance of claims. | | |
| g) Employee Benefits/Pensions Review issues such as severance, retention, 401K coverage and continuance of pension plan. | | |
| h) Fee/Employment Applications Preparations of employment and fee applications for self or others; motions to Establish interim procedures. | | |
| i) Fee/Employment Objections Review of an objections to the employment and fee applications of others. | | |
| j) Financing Matters under 361, 363 and 364 including cash collateral and secured claims; loan document analysis. | | |
| k) Litigation Other than Avoidance Action Litigation (there should be a separate category established for each major matter). | | |
| l) Meetings of Creditors Preparing for and attending the conference of creditors, the 341(a) meeting and other creditors' committee meetings. | | |
| m) Plan and Disclosure Statement Formulation, presentation and confirmation; compliance with the plan confirmation order, related orders and rules; disbursement and case closing activities, except those related to allowance and objections to allowance of claims. | | |

| SERVICES RENDERED | HOURS | FEE |
|--|-------|-----|
| n) Relief from Stay Proceedings Matters relating to termination or continuation of automatic stay under 362. | | |
| o) Accounting/Auditing Activities related to maintaining and auditing books of account, preparation of financial statements and account analysis. | | |
| p) Business Analysis Preparation and review of company business plan; development and review of strategies; preparation and review of cash flow forecasts and feasibility studies. | | |
| q) Corporate Finance Review financial aspects of potential mergers, acquisitions and disposition of company or subsidiaries. | | |
| r) Data Analysis Management information systems review, installation and analysis, construction, maintenance and reporting of significant case financial data, lease rejection, claims, etc. | | |
| s) Litigation Consulting Providing consulting and expert witness services related to various bankruptcy matters such as insolvency, feasibility, avoiding actions; forensic accounting, etc. | | |
| t) Reconstruction Accounting Reconstructing books and records from past transactions and bringing accounting current. | | |
| u) Tax Issues Analysis of tax issues and preparation of state and federal tax returns. | | |
| v) Valuation Appraise or review appraisals of assets. | | |
| SERVICE TOTALS: | | |

**SECTION III
SUMMARY OF DISBURSEMENTS**

| DISBURSEMENTS | AMOUNT |
|--|---------------|
| a) Filing Fees Payable to Clerk of Court. | |
| b) Computer Assisted Legal Research Westlaw, Lexis and a description of manner calculated. | |
| c) Pacer Fees Payable to the Pacer Service Center for search and/or print. | |
| d) Fax Include per page fee charged. | |
| e) Case Specific Telephone/Conference Call Charges Exclusive of overhead charges. | |
| f) In-house Reproduction Services Exclusive of overhead charges. | |
| g) Outside Reproduction Services Including scanning services. | |
| h) Other Research Title searches, UCC searches, Asset searches, Accurint. | |
| i) Court Reporting Transcripts. | |
| j) Travel Mileage, tolls, airfare, parking. | |
| k) Courier & Express Carriers Overnight and personal delivery. | |
| l) Postage | |
| m) Other (specify) | |
| DISBURSEMENTS TOTAL: | |

I certify under penalty of perjury that the above is true.

Date: _____

Signature

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