**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

 FEES EXPENSES

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.
 |   |   |   |   |
| 1.
 |   |   |   |   |
| 1.
 |   |   |   |   |
| 1.
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| 1.
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| 1.
 |   |   |   |   |
| 1.
 |   |   |   |   |

 Fee Totals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Disbursements Totals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Fee Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II**

 **SUMMARY OF SERVICES**

|  |  |  |
| --- | --- | --- |
| **SERVICES RENDERED** | **HOURS** | **FEE** |
| 1. **Asset Analysis and Recovery:**

Identification and review of potential assets including causes of action and non-litigation recoveries. |   |   |
| 1. **Asset Disposition**

Sales, leases, abandonment and related transaction work. |   |   |
| 1. **Avoidance Action Litigation**

Preference and fraudulent transfer litigation. |   |   |
| 1. **Business Operations**

Issues related to debtor-in-possession operating in chapter 11 such as employee, vendor, tenant issues and other similar problems. |   |   |
| 1. **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 inquires. |   |   |
| 1. **Claims Administration and Objections**

Specific claim inquiries; bar date motions; analyses, objections and allowance of claims. |   |   |
| 1. **Employee Benefits/Pensions**

Review issues such as severance, retention, 401K coverage and continuance of pension plan. |   |   |
| 1. **Fee/Employment Applications**

Preparations of employment and fee applications for self or others; motions to Establish interim procedures. |   |   |
| 1. **Fee/Employment Objections**

Review of an objections to the employment and fee applications of others. |   |   |
| 1. **Financing**

Matters under 361, 363 and 364 including cash collateral and secured clams; loan document analysis. |   |   |
| 1. **Litigation**

Other than Avoidance Action Litigation (there should be a separate category established for each major matter). |   |   |
| 1. **Meetings of Creditors**

Preparing for and attending the conference of creditors, the 341(a) meeting and other creditors’ committee meetings. |   |   |
| 1. **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** |
| 1. **Relief from Stay Proceedings**

Matters relating to termination or continuation of automatic stay under 362. |   |   |
| 1. **Accounting/Auditing**

Activities related to maintaining and auditing books of account, preparation of financial statements and account analysis. |   |   |
| 1. **Business Analysis**

Preparation and review of company business plan; development and review of strategies; preparation and review of cash flow forecasts and feasibility studies. |   |   |
| 1. **Corporate Finance**

Review financial aspects of potential mergers, acquisitions and disposition of company or subsidiaries. |   |   |
| 1. **Data Analysis**

Management information systems review, installation and analysis, construction, maintenance and reporting of significant case financial data, lease rejection, claims, etc. |   |   |
| 1. **Litigation Consulting**

Providing consulting and expert witness services related to various bankruptcy matters such as insolvency, feasibility, avoiding actions; forensic accounting, etc. |   |   |
| 1. **Reconstruction Accounting**

Reconstructing books and records from past transactions and brining accounting current. |   |   |
| 1. **Tax Issues**

Analysis of tax issues and preparation of state and federal tax returns. |   |   |
| 1. **Valuation**

Appraise or review appraisals of assets. |   |   |
| 1. **Travel Time**
 |   |   |
| **SERVICE TOTALS:** |   |   |

 **SECTION III**

 **SUMMARY OF DISBURSEMENTS**

| **DISBURSEMENTS** | **AMOUNT** |
| --- | --- |
| 1. **Filing Fees**

Payable to Clerk of Court. |   |
| 1. **Computer Assisted Legal Research**

Westlaw, Lexis and a description of manner calculated. |   |
| 1. **Pacer Fees**

Payable to the Pacer Service Center for search and/or print.  |   |
| 1. **Fax**

 Include per page fee charged.  |   |
| 1. **Case Specific Telephone/Conference Call Charges**

Exclusive of overhead charges. |   |
| 1. **In-house Reproduction Services**

Exclusive of overhead charges. |   |
| 1. **Outside Reproduction Services**

Including scanning services.  |   |
| 1. **Other Research**

Title searches, UCC searches, Asset searches, Accurint. |   |
| 1. **Court Reporting**

Transcripts. |   |
| 1. **Travel**

Mileage, tolls, airfare, parking.  |   |
| 1. **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

*rev. 10/1/15*