**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** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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*