

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
_____ DIVISION

In re:

DEBTOR'S NAME,

Case No. xx-xxxxx-xxx

Debtor.

Chapter __

/

SUMMARY OF [NUMBER] INTERIM] [FINAL] FEE APPLICATION OF [APPLICANT]

1. Name of applicant:	
2. Role of applicant:	
3. Name of certifying professional:	
4. Date case filed:	
5. Date of retention order:	
<u>IF INTERIM APPLICATION, COMPLETE 6, 7 AND 8:</u>	
6. Period for this application:	
7. Amount of compensation sought:	
8. Amount of expense reimbursement sought:	
<u>IF FINAL APPLICATION, COMPLETE 9 AND 10:</u>	
9. Total amount of compensation sought during case:	
10. Total amount of expense reimbursement sought during case:	
11. Amount of original retainer: ¹	
12. Current balance of retainer remaining:	
13. Last monthly operating report filed:	
14. Current cash balance in the estate:	

¹ Disclose both any fee retainer and any expense retainer received.

[NUMBER] INTERIM] [FINAL] FEE APPLICATION OF [APPLICANT]

Applicant, [name], pursuant to 11 U.S.C. § [330] [§331] and Fed. R. Bankr. P. 2016(a) seeks from the estate [final] [interim] compensation for services in the amount of \$[_____] and reimbursement of expenses in the amount of \$[______]. The following exhibits are attached in support of this application:

- Exhibit 1 Fee application summary chart
- Exhibit 2A Summary of professional and paraprofessional time by individual
- Exhibit 2B Summary of professional and paraprofessional time by activity category
- Exhibit 3 Summary of expense reimbursements requested
- Exhibit 4 Complete time records itemized to the tenth of an hour, in chronological order by activity category, for this period

Under 11 U.S.C. § 330(a)(1)(B), the expenses for which reimbursement is sought were actual, necessary expenses. Under 11 U.S.C. § 330(a)(1)(A) and (a)(3), the requested compensation is for actual, necessary services, and is reasonable considering the nature, the extent, and the value of such services, taking into account all relevant factors, including—

- (A) the time spent on such services;
- (B) the rates charged for such services;
- (C) whether the services were necessary to the administration of, or beneficial at the time at which the service was rendered toward the completion of, a case under this title;
- (D) whether the services were performed within a reasonable amount of time commensurate with the complexity, importance, and nature of the problem, issue, or task addressed;
- (E) with respect to a professional person, whether the person is board certified or otherwise has demonstrated skill and experience in the bankruptcy field; and
- (F) whether the compensation is reasonable based on the customary compensation charged by comparably skilled practitioners in cases other than cases under this title.

Description and Summary of Services Rendered

[Provide a narrative of the significant events in the case during the application period. Include a brief description of the services performed for each activity category during the application period, explain how these services benefitted the estate, and note the total hours and total fees for each category described. The narrative must also address the factors listed in 11 U.S.C. § 330(a)(3).]

WHEREFORE, [name] seeks [an interim] [a final] award of compensation for services in the amount of \$[_____] and reimbursement of expenses in the amount of \$[_____].

Dated: _____

[Signature and signature block]

[Certificate of Service]

Exhibit 1

Exhibit 2A

Summary² of Professional and Paraprofessional Time by Individual

Timekeeper	Title or Position ³	Date of First Admission ⁴	Total Hours	Average Hourly Rate ⁵	Fees
Blended average hourly rate:					
Total fees:					

² If this is a final fee application, include two separate summaries – one for the last interim period, and the other for the entire case.

³ E.g., partner/shareholder, of counsel/counsel, associate, contract attorney, paralegal.

⁴ If applicable.

⁵ Indicate any change in hourly rate and the date of the change.

Exhibit 2B

Summary⁶ of Professional and Paraprofessional Time by Activity Category

Activity:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				

⁶ If this is a final fee application, include two separate summaries – one for the last interim period, and the other for the entire case.

Activity:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Activity:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Activity:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Activity:				
Title or Position	Timekeeper	Rate	Hours	Fees
Activity subtotal:				
Total for all Activity Categories:				

Exhibit 3

Summary⁷ of Expense Reimbursements Requested

Description	Quantity	Unit Cost	Total
1. Copies			
2. Outside printing			
3. Telephone			
4. Facsimile			
5. Online research			
6. Delivery services/couriers			
7. Postage			
8. Local travel			
9. Out-of-town travel			
(a) Transportation			
(b) Hotel			
(c) Meals			
(d) Ground transportation			
(e) Other (please specify)			
10. Meals (local)			
11. Court fees			
12. Subpoena fees			
13. Witness fees			
14. Deposition transcripts			
15. Trial transcripts			
16. Trial exhibits			
17. Litigation support vendors			
18. Experts			
19. Investigators			
20. Arbitrators/mediators			
21. Other (please specify)			
Total expense reimbursement requested:			

⁷ If this is a final fee application, include two separate summaries – one for the last interim period, and the other for the entire case.

Exhibit 4

Complete Time Records in Chronological Order by Activity Category

[attach complete time records itemized to the tenth of an hour, in chronological order by activity category, for this period]