

FEE APPLICATIONS - REQUIRED DOCUMENTS

COVER SHEET - should include:

Name and capacity of appointed professional
Time period for services rendered
Requested compensation
Requested reimbursement of expenses
Retainer, if any
Total of previous awards, if any

AFFIDAVIT - should include:

Includes sufficient information about the applicant and the case so that the Court can review it without searching for relevant information in other documents
Signed

TIME SHEETS - should include:

Date of Service
Name of specific professional who performed the service
Hourly rate of professional
Number of hours or increment of hour
Description of services performed

REIMBURSEMENT OF EXPENSES - should include:

Actual per page copying charge (what it costs your firm to reproduce a copy)
Description of expense
Total cost of each job item (10 copies @ \$.15 ea.) = \$1.50
Grand total of expenses

PROFESSIONAL SUMMARY - should include:

Name or code of appointed professional
Total billable hours of professional
Hourly billable rate of professional
Total amount of requested compensation of professional

FEE AWARD ORDER - should include:

An original and two copies
The Order should not include a fee amount of date.
Include a self-addressed stamped envelope if you want a conformed copy mailed to you. Otherwise, your copy will be placed at the reception area for pick up.