

## *Importance of Accurately Completing Schedule A When Submitting Fee Orders*

A proposed fee order must include an accurately completed **Schedule A (“Current Interim Fee Period”)**<sup>1</sup> clearly reflecting the *actual amounts* of fees and expenses to be paid for the current period (court personnel will *not* perform any mathematical calculations).

(1) Applicant	(2) Date/Document Number of Application <sup>2</sup>	(3) Interim Fees Requested on Application	(4) Fees Allowed	(5) Fees to be Paid for Current Pay Period	(6) Fees to be Paid for Prior Fee Period(s) (if any) (i.e., Holdback Release)	(7) Total Fees to be Paid	(8) Interim Expenses Requested	(9) Expenses to be Paid for Current Fee Period
Doe & Doe, LLP	6/03/12 – Doc. # 507	\$20,000.00	\$20,000.00	\$16,000.00	0	\$16,000.00		
Doe & Doe, LLP	9/15/12 – Doc. # 701	\$8,000.00	\$8,000.00	\$8,000.00	\$4,000.00	\$12,000.00		
Smith & Smith, LLP	4/07/12 – Doc. # 312	\$5,000.00	\$3,000.00			\$3,000.00	\$350.00	\$350.00
Smith & Smith, LLP	7/11/12 – Doc. # 406	\$7,000.00	\$7,000.00			\$7,000.00		

When completing Schedule A, please note the following requirements:

1. In the first column (“**Applicant**”), enter the name of the party to be paid (for example, if an accounting firm is to be paid, the name of that firm should appear in this column). An attorney filing an application on behalf of a law firm should enter the law firm’s name – and *not* the name of the attorney – in this column.
2. In the second column (“**Date/Document Number of Application**”), enter both the date on which the application was filed and the document number assigned to the application (at the time at which it was filed).
3. **Where the allowance of compensation may include a holdback to be paid at a future date** (for example, where the Judge will allow the portion being held back even though that amount will not be paid until a future date):
  - a. In the third column (“**Interim Fees Requested on Application**”), enter the exact amount of the fee *requested* by the party seeking compensation, including any holdback to be paid at a future date [see the request for **\$20,000.00** in row # 1 in the chart above].

<sup>1</sup> **Schedule A (“Current Interim Fee Period”)** – annexed to Local Rule 2016-1(b) – can be accessed on the Court’s website from a link appearing immediately after the link used for opening this notice or by accessing Local Rule 2016-1. Also attached to Local Rule 2016-1(b) is **Schedule B (“Final Fee Application Totals”)**, which is to be used to furnish a summary of paid fees and reimbursed expenses for all periods, and **Schedule C (“Chapter 13 Fee Application”)**.

<sup>2</sup> When filing a supplemental document relating to an application for compensation, please include in the second column the date and document number of both the application for compensation and the supplemental document.

- b. In the fourth column (“**Fees Allowed**”), enter the exact amount (a sum certain) *allowed* by the Judge, including any holdback to be paid at a future date [see the request for **\$20,000.00** in row # 1 in the chart above].
- c. In the fifth column (“**Fees to be Paid for Current Pay Period**”), enter the amount to be paid this current period. For example, if the Judge allowed **\$20,000.00** but only **\$16,000.00** is to be paid now, the amount of **\$16,000.00** should be placed in the fifth column [see row # 1 in the chart above].
- d. In the sixth column (“**Fees to be Paid for Prior Fee Period(s)**”), enter the amount that was held back from a prior period but is now to be paid; for example, if a holdback of **\$4,000.00** is to be paid at this time, the amount of **\$4,000.00** should be included in the sixth column [see row # 2 in the chart above].

4. *Where it is the practice of the Judge to delay the allowance of any holdback until such time as the holdback is to be paid:*

- a. In the third column (“**Interim Fees Requested on Application**”), enter the exact amount of the fee *requested* by the party seeking compensation. This amount should include any holdback now being requested. For example, if **\$5,000.00** is being sought for the current period, along with a **\$2,000.00** holdback, then **\$7,000.00** would appear in the third column [see row # 4 in the chart above].
- b. In the fourth column (“**Fees Allowed**”), enter the exact amount (a sum certain) *allowed* by the Judge. The amount allowed is the amount that the debtor is to pay the applicant.
  - i. For example, if the professional requested **\$5,000.00** but the Judge allowed **\$3,000.00** for payment at this time, the amount of **\$3,000.00** should be placed in the fourth column [see row # 3 in the chart above].
  - ii. For another example, if the Judge allows the payment of a *holdback* of **\$2,000.00** from a previous request, and **\$5,000.00** is being sought for the current period, the total amount of the current payment – **\$7,000.00** – should be entered in the fourth column [see row # 4 in the chart above].

5. In the seventh column (“**Total Fees to be Paid**”), enter the total amount of fees to be paid at this time.

6. *Expenses:* In the eighth (“**Interim Expenses Requested**”) and ninth (“**Expenses to be Paid for Current Fee Period**”) columns, please enter the requested amount of expenses and the allowed amount of expenses to be reimbursed for the current period [see row # 3 in the chart above].