

Importance of Accurately Completing Schedule A(1) When Submitting Fee Orders

A proposed fee order must include an accurately completed **Schedule A(1)**¹ clearly reflecting the *actual amounts* of fees and expenses to be awarded (court personnel will *not* perform any mathematical calculations). For example, if an awarded fee amounts to 60% of the \$5,000.00 requested, the dollar amount of \$3,000.00 must appear in the ‘**Fees Awarded**’ column of **Schedule A(1)**, as illustrated below:

APPLICANT	DATE/DOCUMENT NO. OF APPLICATION	FEES REQUESTED	FEES AWARDED	EXPENSES REQUESTED	EXPENSES AWARDED
Smith & Smith	4/07/04 – Doc. # 312	\$5,000.00	\$3,000.00	\$350.00	\$350.00

When completing the Schedule, please note the following requirements:

- a. 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.
- b. In the second column (“**DATE/DOCUMENT NO. OF APPLICATION**”), enter both the date on which the application was filed and the document number assigned to the application (at the time in which it was docketed).
- c. In the third column (“**FEES REQUESTED**”), enter the exact amount of the fee *requested* by the party seeking compensation. This amount should include any holdback now being requested.
- d. In the fourth column (“**FEES AWARDED**”), enter the exact amount (a sum certain) *awarded* by the judge. The amount awarded is the amount that the debtor is to pay the applicant. For example, as noted above, if the professional requested \$5,000 but the judge awarded \$3,000, the amount of \$3,000 should be placed in this column. If there was a holdback (for example, a holdback of \$10,000) from a previous order, and the amount is to be included for payment at this time, the total amount of the current payment (\$13,000) should be entered in this column.
- e. In the fifth (“**EXPENSES REQUESTED**”) and sixth (“**EXPENSES AWARDED**”) columns, please follow the guidelines above for the third and fourth columns respectively.

¹ **Schedule A(1)** – as amended by Administrative Order **M-291** (signed 11/20/03) – can be accessed on the Court’s website from a link appearing immediately after the link used for opening this notice or by accessing Administrative Order M-291. Also attached to Administrative Order M-291 is **Schedule A(2)** which can be used to furnish a summary of fees awarded for all periods.