

II. Application

5. I hereby apply for an allowance of fees in the amount set forth above. I understand and agree that the Court may approve, without itemization, an allowance of fees not to exceed \$3,500, for rendering the legal services set forth below. If I seek payment of fees in excess of \$3,500, I will file a separate application that sets forth the total amount of the fee requested, and that includes an itemization of all legal services performed, the hourly rate at which the services were performed, and the actual time spent by the case attorney, any other attorney, paralegal or professional person for whom fees are sought. Any request for reimbursement of expenses shall include an itemization of the expenses.

- a. Analysis of the debtor’s financial situation, and rendering advice to the debtor in determining whether, and under what chapter, to file a petition in bankruptcy;
- b. Preparation and filing of any petition, schedules, statements of affairs and amendments thereto that may be required;
- c. Preparation and filing of chapter 13 plan, and any pre-confirmation amendments thereto that may be required;
- d. Preparation and filing of payroll orders and amended payroll orders;
- e. Representation of the debtor at the meeting of creditors and confirmation hearing; and any continued hearings thereof;
- f. Filing of address changes;
- g. Routine phone calls and questions;
- h. Review of claims;
- i. Review of notice of intention to pay claims;
- j. Preparation and filing of objections to non-real estate and non-tax claims;
- k. Preparation and filing of first motion to suspend or reduce payments;
- l. Preparation and filing of debtor’s certification regarding issuance of discharge order; and
- m. Any other duty as required by local decision or policy.

6. By agreement with the debtor(s), the above-disclosed fee does not include the following services:

Date

Signature of Attorney
Bar No.
Name of Firm
Street/PO Address
City, State, Zip
Phone Number
Fax Number
Email address