

## **LBR 2016-1**

### **COMPENSATION FOR PROFESSIONAL PERSONS**

(a) Unless otherwise ordered by the court, all applications for compensation to attorneys, trustees, accountants, or examiners for services rendered or reimbursement of necessary expenses shall, in addition to the requirements set forth in the Bankruptcy Code and Fed. R. Bank. P. 2016(a), contain the following information:

- (1) The date of the order of appointment;
- (2) A brief general narrative statement of the nature of the services provided, including the results obtained, the size of the estate, the total amount of compensation sought, and any other factors which will assist the court in determining the reasonable value of such services;
- (3) A typed time sheet, based upon records prepared contemporaneously with the services rendered, setting forth:
  - a. The dates the services were rendered;
  - b. A description of services in sufficient detail to enable the court to find that such services were actual and necessary;
  - c. The time spent rendering each service broken down into tenths of an hour;
  - d. The identity of the person(s) rendering such services;
  - e. The normal billing rate for each person providing services and a total of the amount of time spent by each person; and
  - f. The total compensation sought by each person providing the services.
- (4) In the case of an accountant, the maximum compensation fixed in the order of appointment;

(5) In all applications for reimbursement of expenses, an itemization as to purpose, amount, and date incurred, accompanied by an invoice, receipt, or other documentation for each item for which reimbursement is sought. The general costs of doing business, such as regular postage and ordinary telephone expenses will not be allowed; and

(6) Whenever the time sheet required in paragraph (3) above exceeds five pages, each page shall set forth a cumulative total of the times recorded therein and on preceding pages.

(b) All applications of persons other than attorneys, trustees, accountants, or examiners for compensation and reimbursement of expenses in the amount of \$500.00 or less shall be governed by the requirements set forth in the Bankruptcy Code and Fed. R. Bank. P. 2016(a) and contain the following information:

(1) The date of the order of appointment;

(2) A brief general narrative statement of the nature of the services provided;

(3) Based upon records prepared contemporaneously with the services rendered, a statement, indicating:

(a) The dates the services were rendered;

(b) The identity of the person or persons rendering such services; and

(c) The total compensation sought by each person providing the services.