

Guidelines for Preparing Itemizations for Fee Applications

Judge Humphrey requires all Applications for Compensation requesting attorney fees and actual and necessary expenses to be accompanied by an itemization that adheres to the following guidelines:

Itemization of Attorney Fees

1. Time and service entries must be reported in chronological order.
2. Time entries should be kept concurrently with the services rendered in time periods of tenths of an hour.
3. Services should be noted in detail, with each service showing a separate time entry and not combined. Time entries for telephone calls, emails, letters, and other communications should give sufficient detail to identify the parties contacted and the nature of the communication. Simply stating “emailed debtor” or “telephone call with trustee” is not sufficient. The purpose of the call or email needs to be indicated. Additionally, a description of the services performed should not be so detailed as to divulge information that may be privileged. Time entries for court hearings and conferences should identify the subject of the hearing or conference.
4. The applicant’s professionals and paraprofessionals should be identified by their initials after each time entry with a summary of their full names and corresponding initials, hourly rate, and total hours billed by each professional and paraprofessional included at the end of the itemization.

Reimbursement for Actual, Necessary Expenses.

Detailed itemization of all expenses must include the date incurred, description of expense (e.g., mailing, type of travel, rate, destination), method of computation, and, where relevant, name of the person incurring the expense and purpose of the expense. Itemized expenses should be identified by their nature (e.g., copying costs, postage, computer research costs, mileage, etc.) and by the date incurred. Unusual items require more detailed explanations.