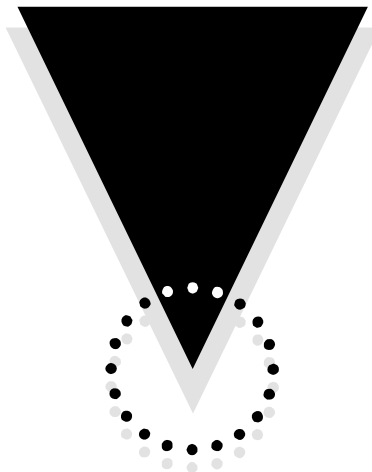


CHAPTER 13 MEMO



To: Chapter 13 Attorneys

From: Tammy Terry, Krispen Carroll & David Ruskin
Detroit Chapter 13 Trustees

Subject: Holding Funds Pending Receipt of Fee Applications

Date: October 3, 2003

In the interests of standardization and convenience, all 3 Detroit Chapter 13 Trustees, effective immediately, will implement the following:

- A *Dispositive Order* (an order of dismissal, conversion, adjournment with automatic dismissal, or the like) merely needs to indicate that fees will be awarded “by application”, or “fee app”, or words to that effect.
- The Trustees agree to hold a sum of money up to the amount of the fee application for 30 days from the true copy date of the *Dispositive Order*. If the Trustee receives a time-stamped fee application within 30 days of the *Dispositive Order*, the Trustee will continue to hold the funds pending the timely awarding of fees.
- If the Trustee is NOT in receipt of a time-stamped copy of the Fee Application within that period of time, funds will be disbursed as otherwise appropriate.