

March 23, 2017

The Chapter 13 Trustees for the Eastern District of Michigan are pleased to introduce a new Form Order Approving Fees. This Form is designed for ease of use and the accurate payment of fees. This Form will apply in most cases. If this Form does not address your specific situation, please contact the respective trustee.

Please keep the following in mind:

1. The first line of Paragraph Number 1 regarding previously approved fees and expenses should include the total fees and expenses **awarded by the Court to date regardless of whether those fees and costs were paid by the Trustee or by the Debtor**. Please note that the “previously awarded fees and expenses” should include any prepetition retainer paid by the debtor.
2. The remaining lines in the first numbered paragraph relate to the **current** fee award sought.
 - a. The line items entitled, “THIS AWARD FOR FEES” and “THIS AWARD FOR COSTS” and “TOTAL THIS AWARD” should only include your current fees and costs being requested.
 - b. The line item entitled, “AMOUNT OF THIS AWARD PAID DIRECTLY BY DEBTOR” should include *all* amounts paid by the debtor or by a third party on behalf of the debtor for the **current fee award**.
 - i. Do not include previously paid amounts or prepetition retainers paid if those funds have already been used to satisfy prior fee awards.
 - ii. For Preconfirmation fee awards, the prepetition retainer would be disclosed here;
 - iii. For Postconfirmation fee awards, no amounts would be listed here except in the extraordinary case where the Court has authorized payment of the fees directly either by the Debtor or a third party (sanctions paid to counsel, etc.).

If you have any questions regarding the use of this form, please feel free to contact the Trustees.

Thank you.