



## **GUIDELINES FOR APPLICATIONS FOR COMPENSATION AND REIMBURSEMENT OF EXPENSES TO PROFESSIONALS**

**Effective July 1, 2022**

Pursuant to Local Rule 2016, the Court adopts these Guidelines for Applications for Compensation and Reimbursement of Expenses to Professionals in order to provide professionals with clear and concise procedures for compensation and reimbursement of expenses. These Guidelines are applicable to all applications for compensation and reimbursement for expenses.

1. Fee Application Cover Sheet.

- a. All applications must include the local form “Fee Application Cover Sheet” that provides a synopsis of the following information:
  - Total compensation and expenses requested and any amount(s) previously requested; and
  - Total compensation and expenses previously awarded by the court.
- b. If the cover sheet is not included with the application, the hearing may not be set.

2. Form of Order.

The form of order submitted to the Court must specifically recite, in the final paragraph, the amounts awarded in fees and expenses, *and* the total compensation awarded. Failure to do so may result in the order being returned.