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5	Attorneys for ML Manager LLC	
6	IN THE UNITED S	STATES BANKRUPTCY COURT
7	FOR THE 1	DISTRICT OF ARIZONA
8	In re	Chapter 11
9	MORTGAGES LTD.,	Case No. 2:08-bk-07465-RJH
10	Debtor.	NOTICE OF LODGING ORDER GRANTING
11	DCotto1.	IN PART AND DENYING IN PART THE FINAL FEE APPLICATION OF MCA
12		FINANCIAL GROUP, LTD.,
13		And
14		MEMORANDUM OF POINTS AND
15		AUTHORITIES SUPPORTING THE ENTRY OF ML MANAGER'S FORM OF ORDER
16	NOTICE IS HEREBY GIVE	N THAT ML Manager LLC ("ML Manager") has

NOTICE IS HEREBY GIVEN THAT ML Manager LLC ("ML Manager") has lodged a form of Order Granting in Part and Denying in Part the Final Fee Application of MCA Financial Group, Ltd (the "Order"). The Order which has been lodged is attached hereto as **Exhibit A**.

In its minute entry issued on January 20, 2010, which granted in part and denied in part MCA's Final Fee Application (the "January 20 Order"), the Court denied the fees with regard to all "amount[s] sought for work on DIP financing from and after July 1, 2008." A dispute has arisen between the parties with regard to the scope of this determination. ML Manager believes that the January 20 Order denied all amounts incurred after July 1, 2008 that were included in "Category 3" from the detail in the Fee Application that were incurred after July 1, 2008. ML Manager believes that this amount

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is easily determined because MCA submitted a monthly invoice identifying all amounts for that month in Category 3. The total amount is \$24,960. MCA apparently now takes the position that the amount of fees denied were only \$2,730. To resolve this issue, ML Manager hereby lodges a form of Final Order. ML Manager's position on the form of Final Order is based on the evidence from the hearing, all matters in the record, and the arguments set forth in the attachment Memorandum of Points and Authorities.

# MEMORANDUM OF POINTS AND AUTHORITIES

On July 1, 2008, the Court ordered the phased withdrawal of MCA Financial Group, Ltd. ("MCA") as financial advisor to the Debtor, as memorialized by entry of that certain order dated July 3, 2008 (Dkt. 106) (the "Phased Withdrawal Order"). Subsequent to the Phased Withdrawal Order, MCA, as evidenced by the time sheets attached to its final fee application (Dkt. 517), continued to expend a considerable amount of time in relation to debtor-in-possession financing ("DIP Financing"). MCA's DIP Financing work included a DIP Financing proposal with Southwest Value Partners ("SVP") which included a \$5 million portion to fund general operations and a \$124.1 million construction portion for the construction of various projects. As reflected in its time sheets, MCA incurred \$24,960 in fees relating to DIP Financing. Attached as **Exhibit B** is a copy of the detail for all time incurred by MCA after July 1, 2008. As the Court will see, on the last page of this bill, MCA has broken the work that it did down into various task codes (as required by the USDOJ Guideline for Professional Fee Applications). Category 3 is described as "Debtor in Possession Financing." The amount of time reflected in this category is 76.4 hours, and the amount of fees requested for this category is \$24,900. MCA has prepared a spreadsheet that include only the items from Category B. A copy of MCA's spreadsheets with just the time for Category 3 is attached hereto as **Exhibit C**.

Significantly, MCA described all of the work in Category 3 as pertaining to DIP financing. Moreover, the testimony at the trial, and the finding in the January 20 Order

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was that by July 1, all of MCA's work with regard to DIP financing was primarily on the SVP proposal. MCA is now apparently retreating from this position, testimony and Court finding. It now argues that only \$2,730 relates to the SVP DIP proposal. This position is not credible.

As the Court found in the January 20 Order, SVP withdrew its DIP Financing proposal, and the Court, in its January 20 Order, found "that MCA's work on the Southwest Value DIP financing after July 1 was [not] reasonably anticipated to provide value to the Debtor and its estate." January 20 Order, p. 3. As such, the Court denied MCA's fee application with regard to "amount[s] sought for work on DIP financing from and after July 1, 2008." *Id.* The plain language of the January 20 Order makes clear that all of MCA's fees incurred in relation to DIP Financing, i.e. \$24,960, were disallowed. Pursuant to the Court's findings of fact and conclusions of law in the January 20 Order, ML Manager has filed a proposed form of order which grants MCA's fee application in the amount of \$95,868.61 and denies MCA's fee application in the amount of \$24,960 (which is the amount reflected on MCA's time sheets for work performed after July 1, 2008, on "Debtor in Possession Financing") (the "Disallowed Amount").

MCA now apparently contends, however, that the January 20 Order only denied the payment of fees related to the DIP Financing proposal with SVP. In this regard, MCA contends that only \$2,730 of the Disallowed Amount is related to the SVP DIP Financing. In support of its position, MCA relies on certain time entries which improperly "lump" tasks and/or provide ambiguous descriptions of the work performed. However, the U.S. Trustee Fee Guidelines (the "Fee Guidelines"), a copy of which is attached hereto as **Exhibit D**, prohibits "lumping" and further provides that "fee application[s] should ... contain sufficient information about the case and the applicant so that the Court, the creditors, and the United States Trustee can review it without searching for relevant information in order documents." The Fee Guidelines require that work be separated out

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into the appropriate task codes. To the extent that MCA now argues that it did not, at the time the entries were generated, property categorize, describe, or separate the time, it cannot use that as an excuse. MCA bore and continues to bear the burden to establish that its fees are properly recoverable. If the Fee Application, on its face does not provide sufficient information to determine the amount of fees that were incurred on DIP Financing after July 1, 2008, that fact by itself is sufficient grounds to deny the fee application for all time in Category 3.

Furthermore, MCA's current position is contrary to the evidence and testimony adduced at the Court's January 12, 2010, hearing, which revealed that MCA's entire DIP Financing efforts revolved around the proposal from SVP. In fact, this Court's January 20 Order memorializes this testimony: "By late June, however, the Debtor decided to proceed with the Southwest Value financing proposal, so thereafter MCA's work was largely limited to that particular financing proposal." January 20 Order, p. 2. MCA carries the burden to prove entitlement to its fees, a burden MCA fails to meet based on the clear language of the January 20 Order, the testimony adduced at the January 12 hearing, and the Fee Guidelines.

Moreover, MCA's assertion that only the time negotiating with SVP should be disallowed is inconsistent with the evidence. It is clear that MCA did more than just negotiate with SVP. MCA testified about the pleadings that it prepared and filed with the Court in July in support of the SVP DIP financing. This work is not reflected in the time limited to negotiations with SVP. Moreover, the time that MCA spent explaining the SVP financing proposal to borrowers, such as Tempe Centerpointe, to investors, and others was also likewise unlikely to provide benefit to the estate if, as the Court found, the underlying financing proposal was unlikely to be approved. Time spent at court hearings discussing DIP financing where MCA attended because it was negotiating a DIP facility with SVP is also not compensable since there was no benefit to the estate.

1 The bottom line is that the Court has already disallowed all of MCA's time 2 associated with DIP Financing after July 1, 2008. MCA's own fee application has a 3 category for that time and lists it at \$24,900. Given the Court's finding and the January 4 20 Order, MCA should not be allowed to come back in and argue that its Fee Application 5 is vague, not properly categorized, and lumps multiple entries together, which justifies an 6 award of more money. 7 Therefore, ML Manager's proposed Order provides for the denial of the entire 8 \$24,960 in fees related to MCA's work on DIP Financing and reflected in Category 3 of 9 MCA's time sheets. 10 11 DATED: February 10, 2010 12 FENNEMORE CRAIG, P.C. 13 By /s/ *Cathy L. Reece* Cathy L. Reece 14 Attorneys for ML Manager LLC 15 16 17 COPY of the foregoing emailed to the following parties: 18 **Howard Meyers** 19 Andrew Abraham Burch & Cracchiolo, P.A. 20 702 East Osborn Road Phoenix, AZ 85014 21 hmevers@bcattornevs.com aabraham@bcattorneys.com 22 Attorneys for MCA Financial Group, Ltd. 23 Jonathan E. Hess Office of the United States Trustee 24 230 N. 1<sup>st</sup> Avenue, Ste. 204 Phoenix, AZ 85003

FENNEMORE CRAIG, P.C.

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Jon.e.hess@usdoj.gov Attorney for U.S. Trustee

FENNEMORE CRAIG, P.C.

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# IN THE UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF ARIZONA

In re

MORTGAGES LTD.,

Debtor.

Chapter 11

Case No. 2:08-bk-07465-RJH

ORDER GRANTING IN PART AND DENYING IN PART THE FINAL FEE APPLICATION OF MCA FINANCIAL GROUP, LTD.

The Court having considered the Final Fee Application of MCA Financial Group, Ltd. as Financial Advisor to Debtor (Dkt. 517), the reply in support thereof (Dkt. 930) (collectively, the "Application"), and the Final Fee Application of MCA Financial Group, Ltd. (Dkt. 1953) (collectively referred to herein as the "Application"), the various objections to the Application, including those filed by Radical Bunny, L.L.C. (Dkt. 586), the Ad Hoc Committee of Investors in the Value-to-Loan Opportunity Fund I, L.L.C. (Dkt. 684), and the Liquidating Trust of Mortgages Ltd. (Dkt. 2083) (collectively, the "Objections"), and all of the submissions relating to the Application, and the evidence presented at the hearing held before this Court on January 12, 2010 (Dkt. 2594), and pursuant to this Court's January 20, 2010, Order Granting in Part and Denying in Part Final Fee Application of MCA Financial Group, Ltd. (Dkt. 2604) (the "January 20 Order"); and good cause appearing,

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IT IS HEREBY ORDERED that the Application is denied in part and the fees of MCA Financial Group, Ltd. ("MCA") in the amount of \$24,960, which relate to time expended by MCA on matters relating to debtor-in-possession financing, is disallowed (the "Disallowed Portion").

IT IS FURTHER ORDERED that the Application is granted in part and the remaining fees and expenses of MCA, minus the Disallowed Portion, are allowed in the amount of \$97,171.25 (the "Total Award").

IT IS FURTHER ORDERED that the Liquidating Trustee is authorized and directed to pay to MCA the amount of \$1,302.64, which represents the difference between the Total Award minus the \$95,868.61 retainer from which MCA has previously drawn upon in full.

IT IS FURTHER ORDERED that no further amounts shall be payable to MCA (for fees, expenses, or any other costs) arising out of MCA's representation of the estate in this matter except for the Total Award.

IT IS FURTHER ORDERED that this Order will have no preclusive effect under theories of res judicata, collateral estoppel or any similar doctrine upon any claim that may be brought against MCA arising out of its representation of the estate in this matter.

IT IS FURTHER ORDERED that any potential disgorgement of any portion of the Total Award that is paid to MCA shall be under the same terms and conditions as applicable to the potential disgorgement of fees and costs paid to other professionals employed and paid in the case.

DATED AND SIGNED ABOVE.

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Review email from L. Martini, Discuss case with M. Aaron.	Review and respond to emails to: Diff financing.	Email to C. Johnson	Assisting Nachore was reconciliation of lax Estrow Accounts.  Sealow and reconcil by emails by DiP financing.	Northages Limited meetings	Correspondence with Michelle at Zachar Homas. Received we fax and pristed two market study reports for city series.	Sant follow up email to C. Johnson to check on status of her review of the statements and schedules.	Review emass from v. car, respond.	Call with V. Sas re: operational metters.	Meeding with representative from USS ret CRY notationing and cash	Call with C. Johnson re, DIP financing.	Review and respond to various emails re: DIP finencing.	Work on pitter horrower issues with Class and Martin.	Cate with C. Tweez, C. Incurrough, C. Caravascesy and over passes, pp. Diff financing and descripted open herrs. Meetings with Everet, C.J. Olsen and Martini re: same.	All hands meeting with ML employees re, update on process.	Buyer Spreadsheet for REO Assets.	Discussed Zacher City series proposal with Todd Brown. Phone conversation with Rod Lunt and Rich Zacher to discuss status of carrent Information for new proposal on Z City Scales.	Review of Zacher transaction	Discuss status of case with M. Aaron.	Meeting with investors re: possible dip finericing for specific projects.	Work with Counsel on pleadings and DIP Issues. Calls with Investor	Meetings at company to discuss DIP financing and planning for togethy. CJ, Montek and Martis!	Call with Loach and Dotte from MSD rev DIP financing.	Buyer Communications for REO Assets.	Hedd a telephone call with M. Aaron to discuss the DIP Loss Analysis.	Call with E. NicDonough re: OP Innancing.	Revise budget	Empirito V. See N.: cash	Meeting with Survey and Schloesberg to finalize DE Term sheet.	Call with Cathy Rasce, Ed McDonough, E. Follack and CJ ra: DIP term sheet.	Prepare for end meetings with Rightpath principles and counsel rs: settlement discussions.	Performed a quality control review of the CIP Loan Analysis and made applicable changes thereto.	Provide Information to Investor Committee on Tempe project for DIP	Viork on CIP faulnoing. E-mail information to prospective lender and traits with Martini.	Performed a quality control review of the DIP Loan Analysis and made applicable therapes theraps.	Prepared the DIP Loan Ayalysis.	Hald a belephone call with M. Aaron to discuss the DIP Loan Analysis.	Description
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7/1/2008	MCA	0.8	1	Work on DIP with Schlossberg's group.	9	280.00	\$	280.00	\$		\$	-
7/2/2008	MCA	1.8	1	Work on DIP with Schlossberg's group.	9		\$	630.00	\$		\$	
7/9/2008	MCA	2.3	1	Meeting with SVP to work on term sheet and complete term sheet.	+	000,00	•	000.00			╫	·
				and on poor controllers.	\$	805.00	\$	805.00	\$	_	\$	
7/14/2008	MCA	1.0	1	Meeting with Sarver and Schlossberg to finalize DIP Term sheet.	\$		\$	350.00	\$	-	\$	
7/1/2008	MCA	4.1	2	Attend court hearing on Trustee motion and DIP motion.	\$		\$	1,435.00	\$		\$	
7/9/2008	MCA	2.0	2	Attend court hearing on DIP and other matters.	\$		\$	700.00	\$	•	\$	
7/1/2008	KB	0.4	3	Review and respond to various emails re: DIP financing.	\$		\$	- 100.00	\$	140.00	\$	
7/4/2008	MCA	0.8	3	Call with Couig and MSD on DIP.	\$		\$	280.00	\$	-	\$	•
7/4/2008	MCA	2.1	3	Work on DIP financing term sheets and calls with lenders.	\$		\$	735.00	\$	•	\$	<del></del>
7/5/2008	MCA	0.8	3	Work on DIP with Mountain Funding.	\$		\$	280.00	\$		\$	
7/6/2008	MCA	2.0	3	Work on DIP document review and analysis.	\$		\$	700.00	\$		\$	
7/7/2008	MCA	2.7	3	Meeting with MSD representatives, S. Couig and D. Vixar re: DIP	+	100.00		100.00	•		\ <u>\</u>	
711.2000				financing. Review term sheet.	\$	945.00	\$	945.00	\$		\$	-
7/8/2008	MCA	1.5	3	Work on DIP financing including calls with MSD Capital, SVP and other	-	010,00		040.00			-	
71072000	111071	,.0		firms interested in proposing.	\$	525.00	\$	525.00	\$	_	\$	
7/8/2008	КВ	0.5	3	Discuss status of DIP financing with M. Aaron. Review email regarding	+	020,00	<del>V</del>	020.00	Ψ.	· · · ·	Ψ	
710/2000		5.5		same.	\$	175.00	\$		\$	175.00	\$	
7/8/2008	КВ	0.3	3	Call with Clemency re: DIP.	\$		\$		\$	105,00	\$	
7/8/2008	KB	0.6	3	Call with prospective lender W. Utz.	\$		\$		\$	210.00	\$	
7/11/2008	KB	0.7	3	Review DIP proposal.	\$		\$	•	\$	245.00	\$	-
7/12/2008	KB	0.2	3	Review lender listing.	\$	·····	\$		\$	70.00	\$	
7/12/2008	KB	0.3	3	Review email from M. Aaron.	\$		\$		\$	105.00	\$	-
7/13/2008	MCA	1.5	3	Work on DIP financing. E mail information to prospective lender and	Ť	100.00	*		Ť	(10,00	•	
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		",*		calls with Martini.	\$	525.00	\$	525.00	\$		\$	
7/16/2008	KB	0.7	3	Review and respond to various emails re: DIP financing.	\$		\$	-	\$	245.00	\$	-
7/16/2008	KB	0.3	3	Call with C. Johnson re: DIP financing.	\$		\$	•	\$	105.00	\$	-
7/16/2008	KB	0.4	3	Meeting with representative from JSS re: DIP financing and cash	+	100.00	•		-	100.00	<del>  *</del>	
(110,2744	, 12	•••		needs,	\$	140.00	\$		\$	140.00	\$	
7/17/2008	KB	0.4	3	Review and respond to emails re: DIP financing.	\$		\$	-	\$	140.00	\$	•
7/17/2008	KB	0.3	3	Review and respond to emails re: DIP financing.	\$		\$	-	\$	105.00	_	
7/17/2008	КВ	0.4	3	Call with prospective lender.	\$		\$	-	\$	140.00	\$	•
7/2/2008	MCA	0.3	4	Call with Jerome on DIP and other issues.	\$		\$	105.00	\$	•	\$	-
7/15/2008	MCA	2.1	4	Meetings at company to discuss DIP financing and planning for	Ť	,,,,,,,,	_	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			<del>                                     </del>	
,, 10.2000			'	hearing. CJ, Monheit and Martini.	\$	735.00	\$	735.00	\$		\$	
7/3/2008	MCA	3.1	5	Meeting with Losch and Snider on Centerpoint to discuss financing and	+*	. 00.00	_		Ť		<u> </u>	
	,	÷.,	•	terms.	\$	1,085.00	\$	1,085.00	\$	_	\$	
7/9/2008	MCA	0.8	5	Call with Losch and Dewers on Centerpoint. Work on Centerpoint term	+	1,000,00	_	ileasias	Ť		\ <u> </u>	
11012400	ort	3.0		sheet.	\$	280.00	\$	280.00	\$		\$	
7/11/2008	КВ	0.6	5	Review Centerpoint proposal.	\$		\$		\$	210.00	\$	_
7/15/2008	MCA	1.3	5	Call with Losch and Doug from MSD re: DIP financing.	\$		\$	455.00	<u> </u>		\$	•

					Total	<del></del>	_	
<u>Date</u>	<u>Person</u>	<u>Hours</u>	Code	<u>Description</u>	Fees	MCA	 KB	DH
7/16/2008	MCA	0.4	5	Calls with Losch re: status of process.	\$ 140.00	\$ 140.00	\$ 	\$
7/4/2008	MCA	1.5	6	Meeting with E. Pollack on DIP and other issues.	\$ 525.00	\$ 525.00	\$ -	\$
7/6/2008	MCA	1.2	6	Call with S. Couig and provide information to C. Reece on DIP and related matters.	\$ 420.00	\$ 420.00	\$	\$
7/15/2008	MCA	1.7	6	Work with Counsel on pleadings and DIP issues. Calls with Investor group.	\$ 595.00	\$ 595.00	\$	\$
7/15/2008	MCA	1.0	6	Meeting with investors re: possible dip financing for specific projects.	\$ 350.00	\$ 350.00	\$	\$ 
7/16/2008	MCA	2.4	6	Calls with C. Reece, E. McDonough, B. Schlossberg and other parties re: DIP financing and discussed open items. Meetings with Everett, CJ, Olsen and Martini re: same.	\$ 840.00	\$ 840.00	\$ 	\$
7/7/2008	MCA	1.0	7	Meeting with B. Portigal re: Artimis loan and DIP financing.	\$ 350.00	\$ 350.00	\$	\$ -
7/7/2008	MCA	2.3	8	Meeting with Hirsch and Freeman to review DIP financing, status of ML and other related matters.	\$ 805.00	\$ 805.00	\$ •	\$ •
7/14/2008	MCA	0.4	8	Emails to Freeman and work on DIP.	\$ 140.00	\$ 140.00	\$ •	\$
7/11/2008	MCA	5.8	9	Work on DIP financing including calls with MSD Capital, SVP and other firms interested in proposing. Calls with Investor Committee and RB representatives.	\$ 2,030,00	\$ 2,030.00	\$ _	\$
7/11/2008	DH	0.4	10	Met with M. Aaron to discuss and setout the work plan related to the DIP Loan Analysis.	\$ 100.00	\$	\$ -	\$ 100.00
7/12/2008	MCA	3.8	10	Work on DIP financing financial models, terms and issues. Discuss with Hulke.	\$ 1,330.00	\$ 1,330.00	\$ -	\$ 
7/12/2008	DH	0.4	10	Held a telephone call with M. Aaron to discuss the DIP Loan Analysis.	\$ 100.00	\$	\$ •	\$ 100.00
7/12/2008	DH	3.1	10	Prepared the DIP Loan Analysis.	\$ 775.00	\$	\$ •	\$ 775.00
7/12/2008	DH	1.7	10	Performed a quality control review of the DIP Loan Analysis and made applicable changes thereto.	\$ 425.00	\$ •	\$	\$ 425.00
7/13/2008	DH	0.7	10	Performed a quality control review of the DIP Loan Analysis and made applicable changes thereto.	\$ 175.00	\$ •	\$ -	\$ 175.00
7/14/2008	DH	0.4	10	Held a telephone call with M. Aaron to discuss the DIP Loan Analysis.	\$ 100.00	\$ -	\$ •	\$ 100.00
7/11/2008	DH	11.1	10	Prepared the DIP Loan Analysis.	\$ 2,775.00	\$ -	\$ -	\$ 2,775.00
		76.4			\$ 24,960.00	\$ 18,375.00	\$ 2,135.00	\$ 4,450.00
		5.9		SWVP Meeting	\$ 2,065.00	\$ •	\$ -	\$
<del></del> -		6.1 16.9	3	Court Hearings Work on DIP Financing correspondance	2,135.00 5,915.00	 2,135.00 3,990.00	1,925.00	-

Mortgages Ltd. - Detailed Time Entries

				Total			
<u>Date</u>	<u>Person</u>	<u>Hours</u>	Code Description	Fees	MCA_	KB	DH
		2.4	4 Correspondance with J. Smith, J. Elwell, ML Board	840.00	840.00	•	
		6.2	5 Meeting with Centerpoint principals on settlement & financing	2,170.00	1,960.00	210.00	-
		7.8	6 Investor Committee Meetings / Correspondence	2,730.00	2,730.00	-	-
		1.0	7 Meeting with exisiting secured lenders	350.00	350.00	•	
	·	2.7	8 Meeting with Radical Bunny representitives.	945.00	945.00	•	-
		5.8	9 Investor committee & Radical Bunny meetings.	2,030.00	2,030.00	-	
		21.6	10 Work on financial model for DIP Loan for Investor Committee	5,780.00	1,330.00	-	4,450.
		76.4		\$ 24,960.00	\$ 18,375.00	\$ 2,135,00	\$ 4,450.

Morris C. Aaron Keith Bierman	Todd Brown Stacie Witten	Robb Itkin	Paul Roberts	Don Hulke	Chris Walker	James Donley	Mark Kaplan	John Swedler	Linda Christianson	Michael Greenwald	Lauren Bierman	John Prince	
nel <u>Rate</u> \$ 350.00 \$ 350.00	\$ 350.00 \$ 295.00	\$ 350.00	\$ 225.00	\$ 250.00	\$ 225.00	\$ 250.00	\$ 225.00	\$ 225.00	\$ 75.00	\$ 50.00	\$ 50.00	\$ 295.00	
Personnel MCA KB	a ⊢ ⊗ ≪	۳ ۲	PBR	ΩH	ک ک	9	₹	SL	2	Ø	<b>L</b> B	ح ح	



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## **Fee Guidelines**

Guidelines for Reviewing Applications for Compensation & Reimbursement of Expenses filed under 11 U.S.C. § 330

(Reprinted at 28 C.F.R. Part 58, Appendix)

#### (a) General Information.

- (1) The Bankruptcy Reform Act of 1994 amended the responsibilities of the United States Trustees under 28 U.S.C. 586(a)(3)(A) to provide that, whenever they deem appropriate, United States Trustees will review applications for compensation and reimbursement of expenses under section 330 of the Bankruptcy Code, 11 U.S.C. 101, et seq. ("Code"), in accordance with procedural guidelines ("Guidelines") adopted by the Executive Office for United States Trustees ("Executive Office"). The following Guidelines have been adopted by the Executive Office and are to be uniformly applied by the United States Trustees except when circumstances warrant different treatment.
- (2) The United States Trustees shall use these Guidelines in all cases commenced on or after October 22, 1994.
- (3) The Guidelines are not intended to supersede local rules of court, but should be read as complementing the procedures set forth in local rules.
- (4) Nothing in the Guidelines should be construed:
  - (i) To limit the United States Trustee's discretion to request additional information necessary for the review of a particular application or type of application or to refer any information provided to the United States Trustee to any investigatory or prosecutorial authority of the United States or a state;
  - (ii) To limit the United States Trustee's discretion to determine whether to file comments or objections to applications; or
  - (iii) To create any private right of action on the part of any person enforceable in litigation with the United States Trustee or the United States.
- (5) Recognizing that the final authority to award compensation and reimbursement under section 330 of the Code is vested in the Court, the Guidelines focus on the disclosure of information relevant to a proper award under the law. In evaluating fees for professional services, it is relevant to consider various factors including the following: the time spent; the rates charged; whether the services were necessary to the administration of, or beneficial towards the completion of, the case at the time they were rendered; whether services were performed within a reasonable time commensurate with the complexity, importance, and nature of the problem, issue, or task addressed; and whether compensation is reasonable based on the customary compensation charged by comparably skilled practitioners in non-bankruptcy cases. The Guidelines thus reflect standards and procedures articulated in section 330 of the Code and Rule 2016 of the Federal Rules of Bankruptcy Procedure for awarding compensation to trustees and to professionals employed under section 327 or 1103. Applications that contain the information requested in these Guidelines will facilitate review by the Court, the parties, and the United States Trustee.
- (6) Fee applications submitted by trustees are subject to the same standard of review as are applications of other professionals and will be evaluated according to the principles articulated in these Guidelines. Each United States Trustee should establish whether and to what extent trustees can deviate from the format specified in these Guidelines without substantially affecting the ability of the United States Trustee to review and comment on their fee applications in a manner consistent with the requirements of the law.

## (b) Contents of Applications for Compensation and Reimbursement of Expenses.

All applications should include sufficient detail to demonstrate compliance with the standards set forth in 11 U.S.C. § 330. The fee application should also contain sufficient information about the case and the applicant so that the Court, the creditors, and the United States Trustee can review it without searching for relevant information in other documents. The following will facilitate review of the application.

- (1) Information about the Applicant and the Application. The following information should be provided in every fee application:
  - (i) Date the bankruptcy petition was filed, date of the order approving employment, identity of the party represented, date services commenced, and whether the applicant is seeking compensation under a provision of the Bankruptcy Code other than section 330.
  - (II) Terms and conditions of employment and compensation, source of compensation, existence and terms controlling use of a retainer, and any budgetary or other limitations on fees.
  - (iii) Names and hourly rates of all applicant's professionals and paraprofessionals who billed time, explanation of any changes in hourly rates from those previously charged, and statement of whether the compensation is based on the customary compensation charged by comparably skilled practitioners in cases other than cases under title 11.
  - (iv) Whether the application is interim or final, and the dates of previous orders on interim compensation or

reimbursement of expenses along with the amounts requested and the amounts allowed or disallowed, amounts of all previous payments, and amount of any allowed fees and expenses remaining unpaid.

- (v) Whether the person on whose behalf the applicant is employed has been given the opportunity to review the application and whether that person has approved the requested amount.
- (vi) When an application is filed less than 120 days after the order for relief or after a prior application to the Court, the date and terms of the order allowing leave to file at shortened intervals.
- (vii) Time period of the services or expenses covered by the application.
- (2) <u>Case Status</u>. The following information should be provided to the extent that it is known to or can be reasonably ascertained by the applicant:
  - (i) In a chapter 7 case, a summary of the administration of the case including all moneys received and disbursed in the case, when the case is expected to close, and, if applicant is seeking an interim award, whether it is feasible to make an interim distribution to creditors without prejudicing the rights of any creditor holding a claim of equal or higher priority.
  - (ii) In a chapter 11 case, whether a plan and disclosure statement have been filed and, if not yet filed, when the plan and disclosure statement are expected to be filed; whether all quarterly fees have been paid to the United States Trustee; and whether all monthly operating reports have been filed.
  - (iii) In every case, the amount of cash on hand or on deposit, the amount and nature of accrued unpaid administrative expenses, and the amount of unencumbered funds in the estate.
  - (IV) Any material changes in the status of the case that occur after the filing of the fee application should be raised, orally or in writing, at the hearing on the application or, if a hearing is not required, prior to the expiration of the time period for objection.
- (3) Summary Sheet. All applications should contain a summary or cover sheet that provides a synopsis of the following information:
  - (i) Total compensation and expenses requested and any amount(s) previously requested;
  - (ii) Total compensation and expenses previously awarded by the court;
  - (iii) Name and applicable billing rate for each person who billed time during the period, and date of bar admission for each attorney;
  - (iv) Total hours billed and total amount of billing for each person who billed time during billing period; and
  - (v) Computation of blended hourly rate for persons who billed time during period, excluding paralegal or other paraprofessional time.

### (4) Project Billing Format.

- (i) To facilitate effective review of the application, all time and service entries should be arranged by project categories. The project categories set forth in Exhibit A should be used to the extent applicable. A separate project category should be used for administrative matters and, if payment is requested, for fee application preparation.
- (ii) The United States Trustee has discretion to determine that the project billing format is not necessary in a particular case or in a particular class of cases. Applicants should be encouraged to consult with the United States Trustee if there is a question as to the need for project billing in any particular case.
- (iii) Each project category should contain a narrative summary of the following information:
  - (A) a description of the project, its necessity and benefit to the estate, and the status of the project including all pending litigation for which compensation and reimbursement are requested;
  - (B) identification of each person providing services on the project; and
  - (C) a statement of the number of hours spent and the amount of compensation requested for each professional and paraprofessional on the project.
- (iv) Time and service entries are to be reported in chronological order under the appropriate project category.
- (v) Time entries should be kept contemporaneously with the services rendered in time periods of tenths of an hour. Services should be noted in detail and not combined or "lumped" together, with each service showing a separate time entry; however, tasks performed in a project which total a <u>de minimis</u> amount of time can be combined or lumped together if they do not exceed .5 hours on a daily aggregate. Time entries for telephone calls, letters, and other communications should give sufficient detail to identify the parties to and the nature of the communication. Time entries for court hearings and conferences should identify the subject of the hearing or conference. If more than one professional from the applicant firm attends a hearing or conference, the applicant should explain the need for multiple attendees.
- (5) <u>Reimbursement for Actual, Necessary Expenses</u>. Any expense for which reimbursement is sought must be actual and necessary and supported by documentation as appropriate. Factors relevant to a determination that the expense is proper include the following:
  - (i) Whether the expense is reasonable and economical. For example, first class and other luxurious travel mode or accommodations will normally be objectionable.
  - (ii) Whether the requested expenses are customarily charged to non-bankruptcy clients of the applicant.

- (iii) Whether applicant has provided a detailed Itemization of all expenses including the date incurred, description of expense (e.g., type of travel, type of fare, 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., long distance telephone, copy costs, messengers, computer research, airline travel, etc.) and by the month incurred. Unusual items require more detailed explanations and should be allocated, where practicable, to specific projects.
- (iv) Whether applicant has prorated expenses where appropriate between the estate and other cases (e.g., travel expenses applicable to more than one case) and has adequately explained the basis for any such proration.
- (v) Whether expenses incurred by the applicant to third parties are limited to the actual amounts billed to, or paid by, the applicant on behalf of the estate.
- (vi) Whether applicant can demonstrate that the amount requested for expenses incurred in-house reflect the actual cost of such expenses to the applicant. The United States Trustee may establish an objection ceiling for any in-house expenses that are routinely incurred and for which the actual cost cannot easily be determined by most professionals (e.g., photocopies, facsimile charges, and mileage).
- (vii) Whether the expenses appear to be in the nature nonreimbursable overhead. Overhead consists of all continuous administrative or general costs incident to the operation of the applicant's office and not particularly attributable to an individual client or case. Overhead includes, but is not limited to, word processing, proofreading, secretarial and other clerical services, rent, utilities, office equipment and furnishings, insurance, taxes, local telephones and monthly car phone charges, lighting, heating and cooling, and library and publication charges.
- (viii) Whether applicant has adhered to allowable rates for expenses as fixed by local rule or order of the Court.

[61 Fed. Reg. 24890 (May 17, 1996); 28 CFR Part 58, Appendix]

Last Update: September 17, 2008 4:57 PM U.S. Trustee Program/Department of Justice usdoilust(smm

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