

**Administrative Attorney Fee Request Form**  
**Submitted to Nancy N. Herkert, Chapter 13 Trustee**

Debtor(s) \_\_\_\_\_ Case No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Dismissal Order or Date Reinstatement was denied \_\_\_\_/\_\_\_\_/\_\_\_\_

This is a formal request for administrative fees without a hearing. I understand that this request must be *received, through U.S. mail* with all documents attached, by the Trustee's Office no more than 10 days after the date of the dismissal order or within 10 days after the hearing which denies a motion to reinstate. I understand that if this document is not received timely, the Trustee's office may have refunded monies to the debtor(s). I also understand that if I am not the attorney of record in this case, according to the records of the Clerk of the Court, my request will automatically be denied. If the court has not signed a dismissal order, the Trustee will not review this request and I will be required to make a subsequent request after a dismissal order has been entered.

In order to be approved I must attach to this request: 1) My fee retainer agreement signed and dated by the debtor(s) prior to the date of filing, which clearly states that I am able to collect an administrative fee from the funds held by the Trustee without a hearing; 2) a copy of the last filed plan prior to the dismissal; 3) a copy of my 2016(b), which was filed before or at the same time as the original plan; 4) a copy of the signed dismissal order.

**I CERTIFY THAT THE DEBTOR(S) HAVE NOT INDICATED TO ME OR MY OFFICE THAT THEY WOULD OPPOSE THIS REQUEST.**

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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For Interoffice use only

Denied

Approved up to \$ \_\_\_\_\_

reviewed by \_\_\_\_\_  
Copy sent to attorney

entered into computer by \_\_\_\_\_