LIST OF SERVICES ROUTINELY PROVIDED IN CHAPTER 13 CASES

Services routinely provided include, without limitation, the following:

- Fielding initial call to office to set up an appointment.
- Instructions to client on how to fill out intake paperwork necessary for initial interview.
- Initial interview with client and advice on how, or if, to proceed with a bankruptcy filing.
- Preparation of Ch. 13 plan worksheet and notes on advice given, issues addressed and special circumstances and instructions to document results of analysis from initial interview.
- Giving out more extensive forms to fill out and further extensive instructions to the client.
- Case opening and tracking procedures instituted (a 36 step process).
- Follow up with client to prompt client to proceed with case.
- Appointment with client when client brings back in paperwork for processing schedules and other document necessary to effect the filing.
- Follow up calls and letters to clients to get documents and information the client failed to supply.
- Attendant postage and long-distance call charges back and forth with client.
- Calls to secured creditors and sheriff offices, as necessary, prior to filing to inform of imminent case filing to stop executions and repossessions.
- Preparation of schedules and other documents necessary for filing (approx. 14 documents in addition to schedules filed with the Court).
- Signing appointment with client (approximately 25 steps).
- Drafting and instructions to client, telling of proposed plan, who to send payments to, which debts need to be paid "outside" the plan, cautions about maintaining insurance coverages, etc.
- Fielding creditor inquiries, who want copies of documents or information about proposed plan, its affect on them, valuation of their collateral, identification of correct accounts and account numbers, the amount listed for their particular claims, answers to general questions about how bankruptcy works, clarification of the effect of bankruptcy on co-signers, guarantors, collateral held as security, date case filed, verification that they are listed as a creditor, case no., what chapter of bankruptcy is involved, etc., etc., etc.
- Sending to creditors and other people related in some way to the debtor of copies of 341 Notices and Proof of Claim forms.
- Calls and letters to creditors to inform of the bankruptcy filing (in addition to the 341 Notice) and in many cases, repeated phone calls and letters to halt violations of the automatic stay and to get money back from banks and credit unions that receive money by payroll deduction after a case is filed and to stop garnishments and levies by taxing authorities.
- Steps necessary to add creditors inadvertently omitted from schedules.
- Getting new addresses from client where 341 Notice returned for bad address and re-mailing of 341 Notice to creditor, and notification of Clerk with new address.
- Tracking of file to insure that Notice to Debtor and 341 Hearing Notice are received.
- Letter to client of time, date and location of the 341 Hearing.
- Attendance with client at Section 341 Meeting.
- Review of Claims Registers for correctness of data imputing, amounts of secured and priority claims filed, treatment of every claim proposed, values assigned to collateral, to determine which claims are subject to a lien avoidance motion, and regarding overall feasibility of proposed Ch. 13 plan, and contact with Trustee to correct mistakes and alter treatment of debts and plan.
- Letter to Trustee after 341 Meeting confirming any changes to treatment of claims as agreed upon at the

341 Meeting.

- Fielding calls and letters from creditors and Chapter 13 Trustee, necessitating follow up calls and letters to client, about delinquent plan payments, delinquent payments due outside the plan, lapsed insurances, disputes over the application of monies paid inside and outside the plan, most of which is resolved informally, without the actual filing of a motion.
- Calls from clients for clarification of duties and responsibilities concerning the Chapter 13 case, also with regards as to time, date, location, and directions to 341 Hearing.
- Calls from clients on unrelated legal questions. Calls from clients regarding credit re-establishment issues, and to answer questions about incurrence of debt, and buying, selling and refinance of homes and vehicles.
- Reviewing Proofs of Claim from certain creditors. This is an extensive process, especially involving claims involving the IRS and State Depts. of Revenue.
- Objections to Proofs of Claims of certain creditors, as needed.
- Requests to Trustee for verification concerning which creditors hold claims subject to lien avoidance and for copies of corresponding Proofs of Claim and supporting documentation.
- Motions to avoid liens on household goods.
- Track case to make sure Confirmation Order is issued.
- Plan modifications pre-confirmation and attendant analysis and contact with creditors, debtor and Trustee's office.
- Letters to Trustee and secured creditor abandoning property prior to confirmation and attendant contact with debtor and secured creditor.
- Review of Order Confirming plan, comparing it to Claims Registers and terms of proposed plan.
- Motions to amend the Confirmation Order to rectify mistakes in the proposed plan.
- Review of both List of Claims Filed against file data to make sure data is accurate, all claims are included, to determine which secured creditors have not filed Proofs of Claim, to verify compliance with terms of Confirmation Order, to make sure that lien avoidance orders have been recognized.
- File Proof of Claims for non-filing creditors on behalf of debtor, where necessary.
- Review of Payroll Deduction order.
- Monthly tracking and accounting for attorney fees paid out of plan.
- Letter to Trustee requesting payoff.
- Letter to debtor about discharge.
- Accounting services necessary to account for monies paid in by debtor prior to filing, including issuance of filing fee from Trust account.

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF NORTH CAROLINA
RALEIGH DIVISION

In Re:
JOHNNY K. PADDOCK

CASE NO. 99-99999- -

Social Security No.: xxx-xx-1111
Address: 300 Fake St., Apt 2,Wilkes, NC 22222-

Debtor

ORDER AWARDING ADDITIONAL ATTORNEY FEES

THIS CAUSE coming on to be heard and being heard before the undersigned Bankruptcy Judge upon the application of the Law Offices of John T. Orcutt, P.C., attorney for the Debtor herein; and the Court finding the application has been duly brought before this Court with proper notice to interested parties, and finding the facts as stated in the application for additional attorney fees;

IT IS ORDERED, ADJUDGED AND DECREED upon good cause shown, the Law Offices of John T. Orcutt, P.C., is hereby awarded an additional attorney fee in the sum of $1.00, above and beyond the standard base fee approved in this Chapter 13 case , to be paid directly by the Debtor.

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