

GUIDELINES FOR FEE AGREEMENT LETTER

Please include the following information:

- **Date**
- **Debtor's name (and case number if filed as a separate doc.)**
- **Amount of attorney fees paid and retainer received in accordance w/ the CARA**
- **The order in which payments will be made**
- **The rate of payment through plan (specific amounts based on each specific debtor)**
- **The effect on creditors (due to priority of payments)**
- **The effect on Debtor (due to priority of payments)**

Thank you for your cooperation!

****ATTENTION****

As stated in open court on May 16, 2018, beginning with the June 6, 2018 Chapter 13 call, fee applications (*new and continued*) that do not contain the required *fee letter agreement* at the time of hearing, will be denied.