

Supplemental Checklist
Attorney Fees and Fiduciary Fees
Full Administration

ATTORNEY FEES ON ESTATES

<p>Attorney Fees on a First, Final and Distributive Account Loc. R. 71.2(B) & 71.2(C)</p>	<p>Attorney Fees on a subsequent Final and Distributive Account Loc. R. 71.2(B) & Loc. R. 71.2(C)</p>
<p>Required Forms:</p> <ul style="list-style-type: none"> ○ Fiduciary's Consent (GC Form 71.2-D) ○ Heir or Beneficiary Consents (GC Form 71.2-E) <p style="text-align: center;">OR, IN LIEU OF CONSENTS</p> <ul style="list-style-type: none"> ○ Application (GC Form 71.2-A) ○ Entry (GC Form 71.2-B) ○ Guideline (GC Form 71.2-C) <p>Attorney signs these. No consents necessary if the fees do not exceed the guideline. See below if fee exceeds the guideline.</p> <p>Note: If you have all required consents, please do not file the Application, Entry and Guideline</p>	<p>Required Forms:</p> <ul style="list-style-type: none"> ○ Application (GC Form 71.2-A) ○ Entry (GC Form 71.2-B) ○ Guideline (GC Form 71.2-C) <p>Attorney signs these. No consents necessary if the fees do not exceed the guideline. See below if fee exceeds the guideline.</p>
<p>Attorney Fees on a Partial Account or Waiver of Partial Account Loc. R. 71.2(C) & 71.2(H)</p>	<p>Attorney Fees on a Certificate of Termination Loc. R. 71.2(B)</p>
<p>Required Forms:</p> <ul style="list-style-type: none"> ○ Application (GC Form 71.2-A) <ul style="list-style-type: none"> ▪ The percentage of completion must be filled in on the Application ○ Entry (GC Form 71.2-B) ○ Guideline (GC Form 71.2-C) <p>Attorney signs these. No consents necessary if the fees do not exceed the guideline. See below if fee exceeds the guideline.</p>	<p>Required Forms:</p> <p>None. A Certificate of Termination serves as the Fiduciary's Consent and Beneficiary's Consent to the attorney fees paid.</p>

REQUIREMENTS IF ATTORNEY FEES EXCEED THE GUIDELINES ON FORM 71.2-C
 Loc. R. 71.2(G)

Level 1 (25% or less above guideline) - may be set for hearing if any consents are missing
<ul style="list-style-type: none"> • Narrative Statement in support of fees • Hourly billing statements • Fiduciary's Consent (GC Form 71.2-D)
Level 2 (50% or less above guideline) - may be set for hearing if any consents are missing
<ul style="list-style-type: none"> • Narrative Statement in support of fees • Hourly billing statements • Fiduciary's Consent (GC Form 71.2-D) • Heir or Beneficiary's Consents (GC Form 71.2-E)
Level 3 (more than 50% above guideline) - may be set for hearing, even if all consents are provided
<ul style="list-style-type: none"> • Narrative Statement in Support of Fees • Hourly billing statements • Fiduciary's Consent (GC Form 71.2-D) • Heir or Beneficiary Consents (GC Form 71.2-E)

Note: If an Attorney Fee Application is set for hearing, the Attorney will be responsible for issuing service of the Entry Setting Hearing upon all interested parties, and providing the Court with proof of service prior to the hearing.

FIDUCIARY FEES ON ESTATES

If Fiduciary Fees are being taken, Statutory Fiduciary Fee Computation (GC Form 72.1-C) is required

Note: For real estate that is sold during the administration, the proceeds of the sale become “personalty” for the purposes of computing Fiduciary Fees.

If extraordinary Fiduciary Fees are requested:

- Application (GC Form 72.1-A)
- Entry (GC Form 72.1-B)
- Itemized statement of services performed by Fiduciary
- Narrative in support of fees
- Consents of Heirs and Beneficiaries (GC Form 72.1-D)

Any request for extraordinary fiduciary fees must be computed at the rate of \$25.00 per hour pursuant to Loc. R. 72.1(B). Requested for fees to be paid at higher hourly rate due to the fiduciary’s special skills or training, must be approved by the Court prior to the fiduciary commencing the work in which is performed.