

Employment of Professionals

All applications to employ professionals shall comply strictly with Federal Rule of Bankruptcy Procedure 2014(a) and contain a statement specifying the circumstances that support retention of the professional. This statement shall contain specific facts of the case related to the proposed representation.

Attachments may include any retainer agreements, contracts, or court filings that would further assist the court in making its determination regarding the application.

Furthermore, when a trustee's own firm is the subject of the employment request, the following information is to be provided in the application:

- 1) a clear description of the benefit the employment of the trustee's firm, in particular, will bring to the estate;
- 2) in the rare instance where services associated with trustee duties are to be undertaken by the firm, an articulation of the "unique" circumstances justifying the delegation of those duties and warranting compensation as legal services; and
- 3) an explanation as to the proposed billing method and why this method is the most cost effective available. See generally *In re Peterson*, 566 B.R. 179.

Failure to provide the above referenced information and comply with the Federal Rules of Bankruptcy Procedure will result in a hearing to address any issues.