BK10 Administration Code Set

Case administration, asset analysis or recovery, asset disposition, relief from Stay/Adequate proceedings, meetings and communications with creditors, fee/employment applications and objections, avoidance action analysis, assumption/rejection of leases and contracts, and other contested matters.

BK10.10 Case Administration

Coordination and compliance activities, including preparation of statement of financial affairs, schedules, list of contracts, United States Trustee interim statements and operating reports, contacts with the United States Trustee, and general creditor inquiries.

BK10.15 Asset Analysis and Recovery

The identification and review of potential assets including causes of action and non-litigation recoveries.

BK10.20 Asset Disposition

Sales, abandonment or transaction work related to asset disposition.

BK10.25 Relief from Stay or Adequate Protection Proceedings

The termination or continuation of automatic stay under 362 or motions for adequate protection.

BK10.30 Meetings of and Communication with Creditors

Preparing for and attending the conference of creditors, the 341(a) meeting or other creditors' committee meetings.

BK10.35 Fee/Employment Applications

Preparing employment and fee applications, motions to establish interim procedures.

BK10.40 Fee or Employment Objections

The review of or objections to the employment or fee applications of others.

BK10.45 Avoidance Action Analysis

The review of potential avoiding actions under Sections 544-549 of the Code to determine whether adversary proceedings are warranted.

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BK10.50 Assumption or Rejection of Leases and Contracts

The analysis of leases and executory contracts or preparation of motions specifically to assume or reject.

BK10.55 Other Contested Matters

The analysis or preparation of all other motions, opposition to motions or reply memoranda in support of motions (excludes assumption or rejection motions).

BK10.60 Non-Working Travel

Non-working travel.

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