

OFFICE OF THE U.S. TRUSTEE

DATA REQUIREMENT - ELECTRONIC TRANSMISSION OF FEE INFORMATION

The Office of the U.S. Trustee requests that professional firms employed by ATA Holdings Corp., et al, Case Number 04-19866 BHL 11 and the Official Creditors' Committee submit monthly invoices and formal fee applications to the U.S. Trustee electronically. (A hard copy of formal fee applications should be served on our office as well.)

The following ASCII bar-delimited or tab-delimited text files should be transmitted electronically. There are two categories of electronic transmissions: Set-up files (required as an initial transmission and to be updated as new professionals and/or billing categories are added by the professional) and Monthly (and/or Formal) Fee Application file.

**Initial "Set-Up" Transmission:** (Examples of Set Up files are attached as Attachment 1.)

Each firm should transmit to the Office of the U.S. Trustee the following initial information for all matters, timekeepers and expense categories in electronic format in separate ASCII bar-delimited or tab delimited text files.

**Case/matter code file<sup>1</sup>:** it would have three fields: (1) Firm ID code (federal tax ID,) (2) Case/matter code, (3) Description of the Case/matter code

(If billing matter sub-codes are used.) **Case/matter sub code file :** it would have three fields: (1) Firm ID code (2) Case/matter sub-code, (3) Description of the Case/matter sub-code.

**Timekeeper ID file:** it would have five fields: (1) Firm ID code, (2) Timekeeper's ID, (3) Timekeeper's Name, (4) Timekeeper's Position, (5) Timekeeper's Initials

**Expense Category ID file:** it would have three fields: (1) Firm ID code, (2) Expense Category ID, (3) Description of the Expense Category ID

(If ABA task codes are used.) **ABA task code file:** it would have three fields: (1) Firm ID code, (2) ABA task code, (3) ABA task code description.

(If ABA activity codes are used.) **ABA activity code file:** it would have three fields: (1) Firm ID code, (2) ABA activity code, (3) ABA activity code description.

**Monthly Transmissions & Formal Fee Applications File:** (Example of Invoice Transmission is attached as Attachment 2.)

The professional will transmit the firm's monthly billings and formal fee applications in electronic format in an ASCII bar-delimited or tab-delimited text file . There should be one line for each record. Each record should contain the following 17 output fields, separated by the pipe symbol ("|") or a tab. **Null fields need to be included in the transmission. Dates should be in MM/DD/YYYY format.**

**Billing Type Code** - this is a one character field and is either a "1" for Monthly Transmissions or a "2" for Formal Fee Applications;

**Submission Date** - this is the date the file is being sent to the Office of the U.S. Trustee;

---

<sup>1</sup> By "case matter code", the U.S. Trustee is referring to the firm's billing matter categories as they would appear on the firm's hard-copy invoice.

**Firm ID Code** - federal tax ID  
**Case/matter code** - See footnote 1 below.  
**Case/matter sub-code** (if applicable) -  
**ABA Task Code** (if available or used)  
**ABA Activity Code** (if available or used)  
**Timekeeper ID** (if services)  
**Expense Category ID** (if disbursement)  
**Date of service/expense**  
**Hours/Time expended** (if services)  
**Invoice number**  
**Date of invoice**  
**Hourly rate** (if services)  
**Line fee amount** (for services)  
**Line disbursement amount** (for disbursements)  
**Description of services/disbursements**

OFFICE OF U.S. TRUSTEE ELECTRONIC FEE TRANSMISSION PROCESS  
EXAMPLES OF SET UP FILES

ASCII Bar-Delimited or Tab-Delimited Text Files as follows:

Example of a Timekeeper File

15-3264591 123 Baker, Michael Senior Associate MB
15-3264591 483 Cooley, Mary Associate MC
15-3264591 349 Johnson, Frank Partner FJ
15-3264591 982 Martin, Robert Paralegal RM

Example of a Case Matter Code File

15-3265591 1001 Employment Issues
15-3265591 1002 Relief from Stay
15-3265591 1003 Creditor Committee Matters
15-3265591 1004 Plan and Disclosure Statement
15-3265591 1005 Claims

Example of an Expense Category File

15-3265591 100 Westlaw
15-3265591 101 Lexis-Nexis
15-3265591 102 Federal Express
15-3265591 103 Air fare
15-3265591 104 Copying

## OFFICE OF U.S. TRUSTEE ELECTRONIC FEE TRANSMISSION PROCESS EXAMPLE OF INVOICE TRANSMISSION

Each file should be in ASCII bar-delimited or tab-delimited text.

Each record **must have** 17 fields. Use null fields, if necessary.

All dates must be MM/DD/YYYY.

The required fields are:

Field 1	Billing Category	Use 1 if monthly invoice. Use 2 if formal fee application.
Field 2	Submission Date	Submission date of electronic transmission
Field 3	Firm ID Number	Use firm's federal ID number
Field 4	Case Matter Code	Enter case matter code (aka billing category) if record is a time entry
Field 5	Case Submatter Code	If your firm uses sub-matter codes, enter it her if record is a time entry. For example, you may have a master billing category of litigation and sub-matter codes for each lawsuit.
Field 6	ABA Task Code	If your firm uses the American Bar Association task codes, enter it here if this is a time entry.
Field 7	ABA Activity Code	If your firm uses the American Bar Association activity codes, enter it here if this is a time entry.
Field 8	Timekeeper ID	Enter code number of billing professional if a time entry
Field 9	Expense Category	If this record is an expense charge, enter expense category code.
Field 10	Date of service	Enter date on which services were performed or expense was incurred .
Field 11	Hours Expended	Enter hours of services performed e.g., 0.5, 1.2, 4.5
Field 12	Invoice Number	If your firm uses invoices, enter invoice number here.
Field 13	Invoice Date	If your firm uses invoices, enter invoice date here.
Field 14	Hourly Rate	If record is a time entry, enter hourly rate - e.g. 350.00
Field 15	Line Fee Amount	If record is a time entry, enter total fees - e.g., 575.00
Field 16	Line Disbursement Amount	If record is an expense charge, enter amount of expense - e.g., 50.00
Field 17	Description	Enter attorney's billing description for time entry or description of expense item

### Examples of time records

1|09/19/2002|15-3264591|1001|||123|07/01/2002|1.5||350.00|525.00||Prepare application.|

1|09/19/2002|15-3264591|1003|||349|07/05/2002|1.0||575.00|575.00||Telephone call with S.Jacobsen (.2); Telephone call with M.Helwig(.8)|

1|09/19/2002|15-3264591|1001|||123|07/18/2002|0.5||350.00|175.00||Telephone call from U.S.Trustee's office re employment application|

### Examples of expense records

1|09/19/2002|15-3264591|||||103|07/14/2002|||||1008.00|F.Johnson Trip NYC-SF-NYC

1|09/19/2002|15-3264591|||||102|07/28/2002|||||48.00|Fed ex to client

ATTACHMENT 2