



BMC Group, Inc.
600 1st Ave., Suite 300
Seattle, WA 98104
Tel: 206/516-3300

AllegroLaw

Invoice #: 246_101031
Amount Due \$68,499.03

Period Ending 10/31/2010

BMC Data Entry	45.9	\$25.00	\$1,147.50
BMC Call Center	7.4	\$45.00	\$333.00
BMC Document Custody	156.1	\$45.00	\$7,024.50
BMC Data Support	103.9	\$65.00	\$6,753.50
BMC Case Support Associate	18.5	\$100.00	\$1,850.00
BMC Data Management	5.6	\$110.00	\$616.00
BMC Case Admin Manager	30.3	\$125.00	\$3,787.50

AllegroLaw Total	367.7		\$21,512.00
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Average Billing Rate this Period **\$58.50**

Total Hours: 367.7

Billed Total: \$21,512.00

Expense Total: \$46,987.03

Total Due: \$68,499.03

Wire payments may be sent to the following account:

BANK: *Wells Fargo Bank*
 999 3rd Avenue
 Seattle, WA 98104

ABA/Routing#: *121000248*
Account #: *0033022633 - BMC Group*

Tax ID #: *52-2083477*

Expense Reimbursement Detail

AllegroLaw

Invoice #: 246_101031

Date	Name	Description	Amount
B-Linx/Data Storage			
10/31/10	BMC	B-Linx/Data Storage- \$850.00/mo - June thru October	\$4,250.00
			SubTotal: \$4,250.00
Claims Imaging - 21785 images @ \$0.12/image			
10/31/10	BMC	Claims Imaging - 21785 images @ \$0.12/image	\$2,614.20
			SubTotal: \$2,614.20
Claims Processing - 2287 claims @ \$2.50/claim			
10/31/10	BMC	Claims Processing - 2287 claims @ \$2.50/claim	\$5,717.50
			SubTotal: \$5,717.50
Document Storage			
10/31/10	BMC	Document Storage - June thru October	\$76.85
			SubTotal: \$76.85
Noticing Production			
10/31/10	BMC	Noticing Production	\$34,311.68
			SubTotal: \$34,311.68
Pacer			
6/30/10	BMC	Court doc dwnld 4/1-9/30	\$16.80
			SubTotal: \$16.80
			Total \$46,987.03

Allegro Law

Production Date 6/30/2010

Reference #: 246-20100630-1

Notes: Postage charges for change of address remailing and other misc mailings.

Job Type	Job Item	Step	Task	Details	Total
Noticing Document	COA resend for June				
		Postage	USPS - 1st Class (at Cost)	Total 25 Pieces	\$11.00
Total Due:					\$11.00

Invoice Due Upon Receipt

Allegro Law

Production Date 7/31/2010

Reference #: 246-20100731-1

Notes: Postage charges for change of address remailing and other misc mailings.

Job Type	Job Item	Step	Task	Details	Total
Noticing Document	COA resend for July	Postage	USPS - 1st Class (at Cost)	Total 6 Pieces	\$2.64
Total Due:					\$2.64

Invoice Due Upon Receipt

Allegro Law

Production Date 9/3/2010

Reference #: 246-20100903-1

Job Type	Job Item	Step	Pages / Parties Task	Details	Total	
Noticing Document	Proof of Claim/BDN		3 / 40,742			
		Document/Data Preparation	Mail File Setup	4 Tasks @ \$25.00 each	\$100.00	
		Postage		USPS - 1st Class (at Cost)	40737 Pieces @ \$.44 each	\$17,924.28
			USPS - CA (at Cost)	4 Pieces @ \$.75 each	\$3.00	
			USPS - International (at Cost)	1 Piece @ \$.98 each	\$0.98	
		Production		Collate, Fold and Stuff	40742 Pieces @ \$.08 each	\$3,259.36
			Printed Impressions	122226 Pieces @ \$.07 each	\$8,555.82	
		Supplies		Inkjet and Envelope - #10 Window	40742 Pieces @ \$.09 each	\$3,666.78
	Total Due:					\$33,510.22

Invoice Due Upon Receipt

Allegro Law

Production Date 9/10/2010

Reference #: 246-20100910-1

Job Type	Job Item	Step	Pages / Parties Task	Details	Total
Noticing Document	BDN/POC (Suppl)		3 / 2		
		Document/Data Preparation	Mail File Setup	1 Task @ \$25.00 each	\$25.00
		Postage	USPS - 1st Class (at Cost)	2 Pieces @ \$.44 each	\$0.88
		Production	Collate, Fold and Stuff	2 Pieces @ \$.08 each	\$0.16
			Printed Impressions	6 Pieces @ \$.10 each	\$0.60
		Supplies	Inkjet and Envelope - #10	2 Pieces @ \$.08 each	\$0.16
Total Due:					\$26.80

Invoice Due Upon Receipt

Allegro Law

Production Date 9/28/2010

Reference #: 246-20100928-1

Job Type	Job Item	Step	Pages / Parties Task	Details	Total
Noticing Document	BDN/POC (Suppl)		3 / 1		
		Postage	USPS - 1st Class (at Cost)	1 Piece @ \$.44 each	\$0.44
		Production	Collate, Fold and Stuff	1 Piece @ \$.08 each	\$0.08
			Printed Impressions	3 Pieces @ \$.10 each	\$0.30
		Supplies	Inkjet and Envelope - #10	1 Piece @ \$.08 each	\$0.08
				Total Due:	\$0.90

Invoice Due Upon Receipt

Allegro Law

Production Date 9/30/2010

Reference #: 246-20100930-1

Job Type	Job Item	Step	Pages / Parties Task	Details	Total
Noticing Document	BDN/POC (Suppl)		3 / 32		
		Document/Data Preparation	Mail File Setup	1 Task @ \$25.00 each	\$25.00
		Postage	USPS - 1st Class (at Cost)	32 Pieces @ \$.44 each	\$14.08
		Production	Collate, Fold and Stuff	32 Pieces @ \$.08 each	\$2.56
			Printed Impressions	96 Pieces @ \$.10 each	\$9.60
	Supplies	Inkjet and Envelope - #10 Window	32 Pieces @ \$.09 each	\$2.88	
				Total Due:	\$54.12

Invoice Due Upon Receipt

Allegro Law

Production Date 9/30/2010

Reference #: 246-20100930-2

Notes: Postage charges for change of address remailing and other misc mailings.

Job Type	Job Item	Step	Task	Details	Total
Noticing Document	COA resend for September	Postage	USPS - 1st Class (at Cost)	Total 1523 Pieces	\$673.24
Total Due:					\$673.24

Invoice Due Upon Receipt

Allegro Law

Production Date 10/12/2010

Reference #: 246-20101012-1

Job Type	Job Item	Step	Pages / Parties Task	Details	Total
Noticing Document	BDN/POC (Suppl)		3 / 2		
		Document/Data Preparation	Mail File Setup	1 Task @ \$25.00 each	\$25.00
		Postage	USPS - 1st Class (at Cost)	2 Pieces @ \$.44 each	\$0.88
		Production	Collate, Fold and Stuff	2 Pieces @ \$.08 each	\$0.16
			Printed Impressions	6 Pieces @ \$.10 each	\$0.60
	Supplies	Inkjet and Envelope - #10	2 Pieces @ \$.08 each	\$0.16	
				Total Due:	\$26.80

Invoice Due Upon Receipt

Allegro Law

Production Date 10/31/2010

Reference #: 246-20101031-1

Notes: Postage charges for change of address remailing and other misc mailings.

Job Type	Job Item	Step	Task	Details	Total
Noticing Document	COA resend for October	Postage	USPS - 1st Class (at Cost)	Total 11 Pieces	\$5.96
Total Due:					\$5.96

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
6/1/10			
BMC Case Admin Manager	<i>Read and respond to email requesting additional information re procedures from claims clerk processing Consent forms</i>	0.2	
BMC Data Entry	<i>Enter consent form data for 52 forms.</i>	1.1	
BMC Data Entry	<i>Enter consent form data for 450 forms.</i>	4	
BMC Data Support	<i>Mass load related image link for consent forms at request of M John</i>	0.3	
BMC Data Support	<i>Revised xls data from client Review, format and upload data in the filematrix</i>	1.5	
BMC Document Custody	<i>File original documents to archive.</i>	0.4	
BMC Document Custody	<i>Open, review and date stamp 150 proofs of consent.</i>	1.3	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	2	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	3.5	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	2.5	
6/2/10			
BMC Call Center	<i>Telephone with Ingrid at (612) 298-7818 / RE: Wanted to know why she received the notice to consent by email.</i>	0.1	
BMC Case Admin Manager	<i>Email exchange with claims processing clerk re updating potential claimants information in claims database</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 150 proofs of consent.</i>	1.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.5	
BMC Document Custody	<i>Prepared and mailed 15 pieces of mail returned by USPS with change of address.</i>	0.1	
BMC Document Custody	<i>Process 120 pieces of returned mail and record to Notice System.</i>	0.7	
BMC Document Custody	<i>Open, review and date stamp 273 proofs of consent.</i>	3.8	
BMC Document Custody	<i>Return original documents to archive.</i>	0.3	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	2.5	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	2	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	3.5	
6/3/10			
BMC Call Center	<i>Telephone with Michelle Week at (218) 736-3936 / RE: Wanted to know of BMC's role in Allegro Law's Bankruptcy.</i>	0.2	
BMC Data Entry	<i>Enter consent form data for 50 forms.</i>	0.6	
BMC Data Support	<i>Review and verify undeliverable creditor addresses for return mail processing.</i>	0.1	
BMC Data Support	<i>Prepare access snap shot report of data exceptions.</i>	0.1	
BMC Data Support	<i>Review and analyze data exception results in creditor claims management tool.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 31 proofs of consent.</i>	0.2	
BMC Document Custody	<i>Scanning received consent forms into case database for processing.</i>	3.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.5	
BMC Document Custody	<i>Process 3 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 350 proofs of consent.</i>	2	
6/4/10			
BMC Case Admin Manager	<i>Review work in progress</i>	0.3	
BMC Data Entry	<i>Enter consent form data for 71 forms.</i>	1.1	

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Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
6/4/10			
BMC Data Entry	Enter consent form data for 383 forms.	3.8	
BMC Data Entry	Enter consent form data for 200 forms.	3.6	
BMC Document Custody	Open, review and date stamp 113 proofs of consent.	0.9	
BMC Document Custody	Prepared and mailed 3 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 29 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	2.4	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Week of 6/1/10 thru 6/4/10 prepare and mail 18 pieces of mail as instructed.	0.1	
BMC Document Custody	Week of 6/01/2010 thru 6/04/2010: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.6	
6/7/10			
BMC Case Admin Manager	Analysis of email and attached correspondence and other Exceptions from Call Center; respond as appropriate for updates	0.5	
BMC Data Entry	Enter consent form data for 113 forms.	3	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	File original documents to archive.	0.3	
BMC Document Custody	Open, review and date stamp 185 proofs of consent.	1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & ACarter re: processing of same	1	
6/8/10			
BMC Case Admin Manager	Review and analysis of Return Mail detailed report, Email OptIn and OptOut Reports prepared by data analyst; request revisions for presenting to counsel	0.4	
BMC Case Admin Manager	Review and analysis of revised mail and OptIn reports	0.2	
BMC Case Support Associate	Respond to inquiries from processing staff re specific questions on Consent Forms processing procedures.	1.7	
BMC Data Entry	Enter consent form data for 216 forms.	2.6	
BMC Data Support	Created and formatted a detailed returned mail report for client	0.9	
BMC Data Support	Run and extract emailed consent forms with detailed information and correspondence with PM	3.8	
BMC Data Support	Reviewed and edited creditor information in CCRT as per BERT report results from PM	1.7	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Correspondence with data consultant regarding the review and verification of Opt In/Opt Out notice information.	0.2	
BMC Document Custody	Open, review and date stamp 16 proofs of consent.	0.1	
BMC Document Custody	Prepared and mailed 2 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 33 pieces of returned mail and record to Notice System.	0.1	
6/9/10			
BMC Case Admin Manager	Consulting with programmer and data analyst re reports re Consent Forms returned, OptIns and OptOuts; review reports and forward to Tinamarie Feil for delivery to counsel	0.4	
BMC Data Entry	Enter consent form data for 15 forms.	0.2	
BMC Data Support	Run and sort returned mail reports, and created reports requested by T Feil and M John	2.5	
BMC Data Support	Create related image link for all returned consent forms at request of M John	0.5	

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
6/9/10			
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Open, review and date stamp 15 proofs of consent.	0.2	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/10/10			
BMC Case Admin Manager	Review and analysis of email exchanges with Tinamarie Feil re return mail report	0.1	
BMC Data Entry	Enter consent form data for 57 forms.	0.8	
BMC Data Support	Assist E Gilhoi with consent form correspondence relating images to creditor record.	0.7	
BMC Data Support	Correspondence with data consultant regarding the confirmation of Opt In/Opt Out notice and returned mail information.	0.2	
BMC Document Custody	Process 9 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 57 proofs of consent.	0.4	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/11/10			
BMC Data Entry	Enter consent form data for 40 forms.	0.6	
BMC Data Entry	Enter consent form data for 41 forms.	0.6	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Week of 6/07/2010 thru 6/11/2010: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Week of 6/7/10 thru 6/11/10 prepare and mail 5 pieces of mail as instructed.	0.1	
BMC Document Custody	Process 7 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Prepared and mailed 3 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Preparation of custom numbering labels for processing Consent Form.	0.1	
6/13/10			
BMC Document Custody	Reviewed and related correspondence images to database.	1.1	
6/14/10			
BMC Case Admin Manager	Review work in progress	0.3	
BMC Data Entry	Enter consent form data for 31 forms.	1.6	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Related 179 consent form images to record in b-Linx at request of E Gilhoi	0.5	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 20 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Prepared and mailed 1 piece of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.2	
6/15/10			
BMC Data Entry	Enter consent form data for 70 forms.	2.2	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
6/15/10			
BMC Document Custody	Scanning received consent forms into case database for processing.	0.2	
BMC Document Custody	Process 9 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Open, review and date stamp 9 proofs of consent.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.4	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/16/10			
BMC Data Entry	Enter consent form data for 10 forms.	0.3	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.4	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/17/10			
BMC Document Custody	Open, review and date stamp 37 proofs of consent.	0.3	
BMC Document Custody	Prepared and mailed 1 piece of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 5 pieces of returned mail and record to Notice System.	0.1	
6/18/10			
BMC Data Entry	Enter consent form data for 37 forms.	0.8	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Week of 6/14/2010 thru 6/18/2010: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.6	
BMC Document Custody	Open, review and date stamp 33 proofs of consent.	0.3	
BMC Document Custody	Process 6 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Week of 6/7/10 thru 6/11/10 prepare and mail 2 pieces of mail as instructed.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/21/10			
BMC Case Admin Manager	Review and revise pre-bill for preparing May invoice for delivery to counsel	1.2	
BMC Data Entry	Enter consent form data for 33 forms.	0.7	
BMC Document Custody	Open, review and date stamp 57 proofs of consent.	0.6	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/22/10			
BMC Data Entry	Enter consent form data for 67 forms.	1.7	
BMC Document Custody	Open, review and date stamp 10 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.2	
BMC Document Custody	Process 18 pieces of returned mail and record to Notice System.	0.1	
6/23/10			

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
6/23/10			
BMC Data Entry	Enter consent form data for 2 forms.	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/24/10			
BMC Case Admin Manager	Review work in progress	0.5	
BMC Case Admin Manager	Preparing return mail reports for period 6/9 - 6/24, and forward to Tinamarie Feil	0.5	
BMC Case Admin Manager	Read and respond to email from Dan Hamm re Consent form; research case folders and forward PDF copy of Consent Form to Dan Hamm	0.2	
BMC Case Admin Manager	Prep status report to D Hamm	0.2	
BMC Document Custody	Informational notice of 5-4-10: Review & respond to email from T Feil requesting updated "read" report; prep/save/send report as requested	0.2	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.2	
BMC Document Custody	Extracted 2 separate date range reports for returned mail and sent them off via email for project manager	0.8	
BMC Document Custody	Open, review and date stamp 26 proofs of consent.	0.2	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
6/25/10			
BMC Data Entry	Enter consent form data for 26 forms.	0.4	
BMC Data Support	Preparation of report verifying creditor, amount and docket information grouping, and reporting data anomalies to project manager and case support associate.	0.3	
BMC Document Custody	Open, review and date stamp 18 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Process 5 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.2	
BMC Document Custody	Week of 6/21/2010 thru 6/25/2010: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
6/28/10			
BMC Case Admin Manager	Review and respond to email from Call Center staff re return mail and other correspondence from potential claimants; analysis of 16 responses and 6 returned checks and email case clerks re appropriate processing	0.3	
BMC Data Entry	Enter consent form data for 18 forms.	0.3	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with Mjohn, Awhitfield & Tfeil re: processing of same	2	
BMC Document Custody	Process 7 pieces of returned mail and record to Notice System.	0.1	

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Name	Description	Billable Hours	Travel Hours
6/29/10			
BMC Call Center	Telephone with Shirley Yatsko at (440) 235-3853 / RE: Wanted to know why she hadn't received a claim form by email yet. Let her know that they have not been sent out.	0.1	
BMC Case Admin Manager	Email exchange with Tinamarie Feil re returned checks sent out by trustee	0.1	
BMC Document Custody	Scanning received consent forms into case database for processing.	0.4	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
6/30/10			
BMC Case Admin Manager	Call from Eric Gilhoi, case clerk re appropriate processing re non-consent form responses	0.2	
BMC Data Entry	Enter consent form data for 37 forms.	1.1	
BMC Data Entry	Enter correspondence into database.	1.1	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Internal scanning of items received.	0.2	
BMC Document Custody	Email correspondence with Tthomas re: non-claim correspondence received by BMC at claim. PO Box	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/1/10			
BMC Case Admin Manager	Review and analysis of email exchanges and COA requests from Robert Carlson forwarded to case management for update	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.2	
BMC Document Custody	Open, review and date stamp 20 proofs of consent.	0.3	
BMC Document Custody	Prepared and mailed 1 piece of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 5 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/2/10			
BMC Case Admin Manager	Review and respond to email from Call Center re 341 Notice re Ch. 13 Debtor - Martha Ann LaFavor; review document and forward to case clerk for archiving	0.1	
BMC Data Entry	Enter consent form data for 37 forms.	1.1	
BMC Document Custody	Week of 6/28/10 thru 7/2/10 prepare and mail 4 pieces of mail as instructed.	0.1	
BMC Document Custody	Week of 6/28/10 thru 7/2/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
7/2/10			
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with Mjohn & Awhitfield: processing of same	0.2	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Prepared and mailed 3 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 4 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 17 proofs of consent.	0.2	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received. Internal scanning of items received.	0.2	
7/6/10			
BMC Case Admin Manager	Email exchange with case clerk re COA from David Ballard; review and analysis of COA and Consent to Release Information authorization; email to Teresa Thomas re appropriate processing procedure	0.2	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Process 5 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 38 proofs of consent.	0.3	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Management and organization of today's mail and claim processing; record end of day counts to database.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.3	
7/7/10			
BMC Case Admin Manager	Tel conf Dorrough re new party files to be received	0.2	
BMC Case Support Associate	Review of 7/07 daily Image Scan Tracking report to assign out recently filed claims to team for data input.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: claims to be audited from claims imaging dept	0.1	
BMC Data Entry	Enter consent form data for 38 forms.	0.8	
BMC Data Support	Data review and verification of claims upload, report data anomalies to Project Manager / Cas Support	0.4	
BMC Data Support	Review of current POC claims upload. Verify upload counts.	0.5	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/8/10			
BMC Case Admin Manager	Review emails from D Hamm; Prepare new claims protocol	0.5	
7/9/10			

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Name	Description	Billable Hours	Travel Hours
7/9/10			
BMC Case Admin Manager	Review work in progress	0.5	
BMC Case Admin Manager	Review email exchange with Tinamarie Feil; review spreadsheet with additional proposed claimants; memo to T Feil re soliciting Email Consent from the active parties	0.2	
BMC Case Admin Manager	t/c w Trustee Hamm and Acct Dorrough re data needed for custom claim forms	0.3	
BMC Case Admin Manager	Further email exchanges with Tinamarie Feil, prepare estimate for possible mailing to additional postential claimants and forward same to Tinamarie Feil	0.3	
BMC Data Support	Review updated Debt Settlements list and dedupe against current creditor list.	1.3	
BMC Data Support	Generate list of duplicate parties from updated Debt list and forward to T Feil.	0.5	
BMC Data Support	Prep and upload updated Debt Management party list to bLinx. Dedupe against current creditor list.	1.7	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Week of 7/5/10 thru 7/9/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
7/12/10			
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.2	
7/13/10			
BMC Data Support	Verify count of all source data files received for creditor matrix upload. Provide draft count of parties yet to receive notice.	1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.2	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.4	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Prepared and mailed 2 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
7/14/10			
BMC Data Entry	Enter consent form data for 52 forms.	1.1	
BMC Data Support	Reviewed and verified original spreadsheets from client to determine what's duplicate or not in creditor source files and data then update the status on our FileMatrix listings reflecting current status	1.8	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/15/10			
BMC Case Admin Manager	Review email exchanges and COA request from Karl Knepper	0.1	
BMC Case Admin Manager	Review email exchanges and COA request from Darcey Mesaris	0.1	
BMC Case Admin Manager	Review email exchanges and COA request from Suyun Mounce	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA requests and analysis, databas updates performed re: same	0.1	
BMC Data Entry	Enter consent form data for 8 forms.	0.1	
BMC Data Support	Review all source data uploaded to creditor table. Verify all parties who are new uploads and forward updated counts to M John and T Feil.	1.2	

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Name	Description	Billable Hours	Travel Hours
7/15/10			
BMC Data Support	<i>Mailfiles analysis on who has been served 341/OptOut against the full creditor database and report to Project team</i>	2.2	
BMC Document Custody	<i>Process 3 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Management and organization of today's mail and electronic consent form processing; record end of day counts to system.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 7 proofs of consent.</i>	0.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.1	
BMC Document Custody	<i>Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.</i>	0.3	
BMC Document Custody	<i>Internal scanning of proof of consent forms received.</i>	0.4	
7/16/10			
BMC Data Support	<i>Review of Returned Mail Summary report to determine action required as needed.</i>	0.2	
BMC Document Custody	<i>Process 1 piece of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 14 proofs of consent.</i>	0.1	
BMC Document Custody	<i>Management and organization of today's mail and electronic consent form processing; record end of day counts to system.</i>	0.1	
BMC Document Custody	<i>Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, AWhitfield & TFeil re: processing of same.</i>	0.2	
BMC Document Custody	<i>Extract and prepare returned mail summary report and email to project manager</i>	0.1	
BMC Document Custody	<i>Week of 7/12/10 thru 7/16/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.</i>	0.1	
BMC Document Custody	<i>Week of 7/12/10 thru 7/16/10 prepare and mail 2 pieces of mail as instructed.</i>	0.1	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	
BMC Document Custody	<i>Internal scanning of proof of consent forms received.</i>	0.2	
7/19/10			
BMC Case Admin Manager	<i>Follow up email exchanges with Call Center staff re research for V O'Brien's address</i>	0.1	
BMC Data Support	<i>Prepare access snap shot report of data exceptions.</i>	0.2	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	
BMC Document Custody	<i>Follow up w/Awhitfield regarding non-claim correspondence received regarding removal from creditor matrix.</i>	0.2	
BMC Document Custody	<i>Management and organization of today's mail and electronic consent form processing; record end of day counts to system.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 18 proofs of consent.</i>	0.2	
BMC Document Custody	<i>File original documents to archive.</i>	0.1	
BMC Document Custody	<i>Process 5 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Internal scanning of proof of consent forms received.</i>	0.2	
7/20/10			
BMC Case Admin Manager	<i>Review work in progress</i>	0.3	
BMC Case Admin Manager	<i>Line item review and revisions of June time entries and pre-bill</i>	0.5	
BMC Data Entry	<i>Enter consent form data for 37 forms.</i>	0.9	
BMC Data Support	<i>Produced data change tracking report to determine if changes were made to claims register.</i>	0.2	

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Name	Description	Billable Hours	Travel Hours
<u>7/20/10</u>			
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 5 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
<u>7/21/10</u>			
BMC Case Admin Manager	Correspondence w Dhamm re creditor reports required	0.2	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Case Support Associate	Correspondence with T Thomas, E Dors re: COA request from Paula Hipps.	0.1	
BMC Data Entry	Enter consent form data for 1 form.	0.1	
BMC Data Support	Review request for creditor listings. Assign Data Consultant to task, and ensure proper understanding prior to task commencement.	0.2	
BMC Data Support	Identify creditors with a type of Debt Settlement and Debt Management. Begin creation of PD per request from T.Feil.	0.7	
BMC Data Support	Review/coordinate prep of creditor matrix exhibit.	1	
BMC Data Support	Create custom creditor listing, grouped by Creditor Type	3	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
<u>7/22/10</u>			
BMC Data Entry	Enter consent form data for 14 forms.	0.4	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Open, review and date stamp 14 proofs of consent.	0.1	
BMC Document Custody	Discussion w/Mbooth re: status of non-claim correspondence received and how to handle potential COA.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
<u>7/23/10</u>			
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Document Custody	Week of 7/19/10 thru 7/23/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	

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Name	Description	Billable Hours	Travel Hours
7/23/10			
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 6 proofs of consent.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
7/26/10			
BMC Case Support Associate	Review and reply to e-mail and correspondence re: Change of Address from Mbooth; save correspondence to related image folder and link image to related claims/schedules as required; Verify updates to claim/objection database and/or notice system as required re: same.	0.3	
BMC Case Support Associate	Prepare full docket report per T.Feil request	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 15 proofs of consent.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/27/10			
BMC Data Entry	Enter consent form data for 24 forms.	0.6	
BMC Data Support	Assist F Kruse with review of Opt-in form data and generate detail report as per T Feil.	1.3	
BMC Data Support	Pulled returned Mail summary and detailed eports for June also reports on Consent Options ft count and a detailed report for month of June. Emailed results to Tinamarie	1.2	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/28/10			
BMC Case Admin Manager	Review work in progress	0.3	
BMC Case Support Associate	Review e-mail and correspondence re: Change of Address from T Thomas; Research database for related creditor and address; Reply to M Booth detailing discrepancy with the new address requested per attachment.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
7/29/10			
BMC Data Support	Preparation of report verifying creditor, amount and docket information grouping, and reporting data anomalies to project manager and case support associate.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
7/30/10			
BMC Data Entry	Enter consent form data for 7 forms.	0.2	

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Name	Description	Billable Hours	Travel Hours
<u>7/30/10</u>			
BMC Document Custody	Open, review and date stamp 5 proofs of consent.	0.1	
BMC Document Custody	Week of 7/26/10 thru 7/30/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
<u>8/2/10</u>			
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Open, review and date stamp 13 proofs of consent.	0.2	
<u>8/3/10</u>			
BMC Case Admin Manager	Review work in progress	0.3	
BMC Data Entry	Enter consent form data for 16 forms.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
<u>8/4/10</u>			
BMC Case Admin Manager	Meet with Trustee and Accountant to review case	3.8	
BMC Case Admin Manager	Review COAs from Frances Majane and from Alan Bonner forwarded to BMC for updating notice database	0.2	
BMC Case Admin Manager	Email exchange with Tinamarie Feil re USBC Clerk's suggested revisions to Claims Protocol	0.1	
BMC Case Admin Manager	Review and revise claims processing protocol pursuant to request from USBC Clerk	0.2	
BMC Case Admin Manager	Review return mail summary report	0.1	
BMC Case Support Associate	Email correspondence with T. Thomas re: recent creditor COA requests and analysis, databas updates performed re: same	0.1	
BMC Data Management	Meeting with Dan and Steve re status and next steps	3.8	
BMC Data Management	Prepare for Allegro Law meeting, review data, docs, etc.	1.2	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.3	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
<u>8/5/10</u>			
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
<u>8/6/10</u>			

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Name	Description	Billable Hours	Travel Hours
8/6/10			
BMC Data Entry	Enter consent form data for 8 forms.	0.2	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Week of 8/2/10 thru 8/6/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Open, review and date stamp 5 proofs of consent.	0.1	
BMC Document Custody	Email correspondence with EGilhoi & TThomas re: non-claim correspondence received by BMC at claims PO Box	0.2	
8/9/10			
BMC Data Support	Create a monthly archived file structure of data exception reports	0.2	
BMC Document Custody	Open, review and date stamp 7 proofs of consent.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
8/10/10			
BMC Case Admin Manager	Review work in progress	0.5	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.4	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	Process 4 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
8/11/10			
BMC Data Entry	Enter consent form data for 9 forms.	0.2	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
8/12/10			
BMC Case Support Associate	Email to counsel re call center exception for Certificate of Surrender or Lost Policy sent by L Holmes to BMC in error.	0.2	
BMC Case Support Associate	Review and reply to e-mail and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
8/13/10			
BMC Data Entry	Enter consent form data for 6 forms.	0.2	

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Name	Description	Billable Hours	Travel Hours
8/13/10			
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Week of 8/9/10 thru 8/13/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
8/16/10			
BMC Case Admin Manager	Review and respond to email correspondence from Call Center re letter inquiry from Elizabeth Moussazadeh re case status; research case information and communicate with case consultant re responding to Ms. Moussazadeh	0.2	
BMC Case Admin Manager	Prepare draft of POC custom form and forward to data manager for customizing	0.3	
BMC Data Support	Prepare draft proof of claim sample. Forward to project manager for further review.	0.6	
BMC Data Support	Prepare access snap shot report of data exceptions.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.4	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 7 proofs of consent.	0.1	
8/17/10			
BMC Case Admin Manager	Review COA request from Jenifer A Reinhardt; coordinate updating notice database	0.2	
BMC Case Admin Manager	Review COA from Felita Martinez; coordinate updating notice database	0.2	
BMC Data Entry	Enter consent form data for 11 forms.	0.2	
BMC Document Custody	Open, review and date stamp 4 proofs of consent.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.2	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
8/18/10			
BMC Call Center	Telephone with James Cluckey at (318) 891-8210 / RE: Wanted to know when he would receive info on filing a claim.	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA requests and analysis, databas updates performed re: same	0.1	
BMC Data Entry	Enter consent form data for 1 form.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
8/19/10			
BMC Data Entry	Enter consent form data for 3 forms.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	

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Name	Description	Billable Hours	Travel Hours
8/19/10			
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.2	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
8/20/10			
BMC Data Entry	Enter consent form data for 3 forms.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Internal scanning of proof of consent forms received.	0.3	
BMC Document Custody	Process 2 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	Week of 8/16/10 thru 8/20/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
8/23/10			
BMC Document Custody	Review and reply to e-mails and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Document Custody	Open, review and date stamp 5 proofs of consent.	0.1	
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
8/24/10			
BMC Case Admin Manager	Tel conf w/ Kathy at Trustee's office re POCs received at Court or at law firm; changes of address and plans for POC/Notice Bar Date mailing	0.2	
BMC Case Admin Manager	Review order extending bar date; draft notice for approval	0.3	
BMC Case Admin Manager	Review work in progress	0.5	
BMC Data Entry	Enter consent form data for 5 forms.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
8/25/10			
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
8/26/10			
BMC Data Entry	Enter consent form data for 1 form.	0.1	
BMC Data Support	Preparation of report verifying creditor, amount and docket information grouping, and reporting data anomalies to project manager and case support associate.	0.3	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.1	

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Name	Description	Billable Hours	Travel Hours
8/26/10			
BMC Document Custody	Process 1 piece of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
8/27/10			
BMC Data Entry	Enter consent form data for 3 forms.	0.1	
BMC Document Custody	Management and organization of today's mail and electronic consent form processing; record end of day counts to system.	0.3	
BMC Document Custody	Week of 8/23/10 thru 8/27/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
8/30/10			
BMC Data Support	Various correspondence with data consultant regarding the preparation of custom proof of claim form.	0.3	
BMC Data Support	Continued on second revised Preparing and customizing Proof of claim form. Prep and setup mailfiles for merging on to Proof of claim forms	2.8	
BMC Data Support	SQL database maintenance, review logs, update tables fields, views and user defined function	1	
BMC Data Support	Coordinate setup and population of custom POC form mail files.	1	
BMC Data Support	Setup/customize POC form report template. Generate sample POC forms for counsel review.	2.7	
BMC Data Support	Run draft POC form images. Test barcodes and verify party counts.	1.3	
BMC Data Support	Preparing and customizing Proof of claim form. Prep and setup mailfiles for merging on to Proof of claim forms	3.2	
BMC Document Custody	POC/BDN: confer w/ G Kruse, confer w/ T Feil, email exchange w/ G Kruse & T Feil re noticing requirements	0.4	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
8/31/10			
BMC Data Entry	Enter consent form data for 50 forms.	1.2	
BMC Data Entry	Enter consent data for 50 forms.	1.5	
BMC Data Support	Generate sample custom POC and forward to T Feil for review.	1.2	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
9/1/10			
BMC Case Admin Manager	Review correspondence and lists from Dan Hamm's office re additional addresses; coordinate with data analyst re updating creditor database for claims bar date noticing	0.2	
BMC Case Admin Manager	Review and respond to email from Brianna Tate re Sam Calvert's RSN request; coordinate updating 2002 List	0.2	
BMC Case Admin Manager	Responding to inquiries from data analyst and noticing manager re bar date notice and proof of claim form	0.5	
BMC Case Admin Manager	Email to and from Tinamarie Feil re POC and notice to Core group	0.2	
BMC Case Admin Manager	Email exchanges and discussions with noticing and data managers re finalizing data and timetable for serving bar date and proof of claim form	0.5	
BMC Case Admin Manager	Email to Myrtle John re POC and notice to Core group	0.1	
BMC Case Support Associate	Discussion with M Booth re: creation of CRDID for COA submitted by Gerardo Diaz	0.1	

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Name	Description	Billable Hours	Travel Hours
9/1/10			
BMC Case Support Associate	<i>Review and reply to e-mail and correspondence re: Creation of CRDID from M Booth; save correspondence to related images folder, link image to related claim(s) and/or schedule(s) and update claims database as required.</i>	0.1	
BMC Case Support Associate	<i>Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same</i>	0.1	
BMC Case Support Associate	<i>Discussion with E Dors re: creation of CRDID for COA submitted by Gerardo Diaz.</i>	0.1	
BMC Data Entry	<i>Enter consent form data for 74 forms.</i>	1.7	
BMC Data Management	<i>Discuss claims bar date and POC mailing with Claims Processing Team; in preparation for undeliverable mail and incoming claim processing.</i>	0.3	
BMC Data Support	<i>Review, format and upload single party for the Core/2002 table in the noticing system.</i>	0.5	
BMC Data Support	<i>Mail file and POC preparations and additions and repopulation Mailfile to include all additional uploaded data.</i>	1.8	
BMC Data Support	<i>Proof of claim service Email exchanges with project team re: population & updates</i>	0.8	
BMC Data Support	<i>Run data merge for foreign group of custom POC's.</i>	1.2	
BMC Data Support	<i>Run data merge for first batch of domestic custom POC's.</i>	1.5	
BMC Data Support	<i>Run data merge for second batch of domestic custom POC's.</i>	1.4	
BMC Data Support	<i>Run data merge for third batch of domestic custom POC's.</i>	1.4	
BMC Data Support	<i>Run data merge for fourth batch of domestic custom POC's.</i>	1.4	
BMC Data Support	<i>Run data merge for fifth batch of domestic custom POC's.</i>	1	
BMC Data Support	<i>Coordinate review/audit of address changes for selected creditor records.</i>	1	
BMC Data Support	<i>Follow up on Bar Date cutoff time as filed in motion for processing center coverage.</i>	0.8	
BMC Document Custody	<i>POC/BDN: Review & respond to emails transmitting 1. Noticing Instructions 2. Request/response re approval Service Doc & Production Instructions</i>	0.2	
BMC Document Custody	<i>POC/BDN: Set up Noticing System/Production Folder/Noticing Instructions; prepare electronic version of document-as-served/ copy service document to Call Center folder; Review Production copy of document</i>	0.3	
BMC Document Custody	<i>POC/BDN: Email exchange w/ Data Analysts re population of AP MF(s)</i>	0.1	
BMC Document Custody	<i>POC/BDN: confer w/ G Kruse re noticing requirements</i>	0.1	
BMC Document Custody	<i>POC/BDN: confer w/ T Feil re noticing requirements</i>	0.1	
BMC Document Custody	<i>POC/BDN: confer w/ G Kruse re status of PDFing custom POCs</i>	0.1	
BMC Document Custody	<i>POC/BDN: confer w/ L Solis re Production requirements/scheduling</i>	0.1	
BMC Document Custody	<i>POC/BDN: coordinate mailing & prep POC PDFs for printing</i>	1.9	
BMC Document Custody	<i>Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 2 proofs of consent.</i>	0.1	
BMC Document Custody	<i>Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.</i>	1	
9/2/10			
BMC Case Admin Manager	<i>Reviewing production and noticing progress re POC and bar date notice; discussion with production manager re finalized documents</i>	0.5	
BMC Case Support Associate	<i>Reviewed exception -court claims register-received in processing center to determine if any action is needed prior to forwarding to counsel. Reviewed exception filed by P Reid requestin distribution.</i>	1.1	

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Name	Description	Billable Hours	Travel Hours
9/2/10			
BMC Case Support Associate	Meeting with B Tate to discuss, work through and resolve pending correspondence issues mailed to the claims intake PO box.	0.2	
BMC Data Support	Coordinate setup and population of supplemental mail file for custom POC's.	0.8	
BMC Data Support	Prep and merge custom POC's for supplemental group.	1.2	
BMC Data Support	Setup generic POC for Core/2002 group.	0.5	
BMC Data Support	Received logged and saved updated data spreadsheet from counsel. Manually reviewed and compared and entered creditor information from client into our creditor tables	2.5	
BMC Data Support	Review and update creditor address COAs per G. Kruse	0.5	
BMC Data Support	Set up monthly archived folder structure of claim register reports.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.3	
BMC Document Custody	POC/BDN: email exchange w/ G Kruse re status of PDF creation; prep PDFs for Production	0.7	
BMC Document Custody	Corresponded by email w/Thomas re: the processing of several claims.	0.3	
BMC Document Custody	Requested that Edors append several pages of supporting docs to claim 26, in relation to info received by the Trustee.	0.2	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
9/3/10			
BMC Call Center	Telephone with Christina Ogunade at (818) 497-3726 / RE: Wanted to make sure we had her name listed as a creditor.	0.1	
BMC Call Center	Telephone with Hassan Bilal at (843) 718-1189 / RE: Wanted to make sure we had his name and address.	0.1	
BMC Case Admin Manager	Calls from and to Alice Whitfield, case consultant re supplemental service requests re PoC an BDN; review COA requests and communication with T Feil re same	0.3	
BMC Case Admin Manager	Review Certificate of Service re POS and Bar date notice; notarize for filing with USBC	0.2	
BMC Case Support Associate	Email correspondence with T.Feil s re: creditor COA requests and analysis, database updates required re: same	0.1	
BMC Case Support Associate	Update creditor database as required per request by counsel regarding creditor changes of address; additional email correspondence with T.Feil s re: creditor COA requests and analysis database updates performed re: same	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Case Support Associate	Reviewed exception submitted by M Schwitzer re immediate demand of funds received in processing center to determine if any action is needed prior to forwarding to counsel.	0.6	
BMC Data Entry	Enter consent form data for 4 forms.	0.1	
BMC Data Support	Populate MF39706 W/ 3 records	0.1	
BMC Data Support	Create a monthly archived folder of data exception reports	0.1	
BMC Data Support	Reviewed emails to ensure task completion.	0.2	
BMC Data Support	Correspondence with production and project team regarding mailing list	0.1	
BMC Data Support	Rerun updated custom POC's for supplemental group and forward to Notice Group for mailing	0.7	
BMC Data Support	Final review/audit of all custom POC images. Verify record and image counts.	1	
BMC Document Custody	POC/BDN (suppl): email exchange w/ Alice Whitfield & G Kruse re suppl mailing to change of address parties noticing requirements	0.1	
BMC Document Custody	POC/BDN: scan Cert of Svc	0.1	

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Name	Description	Billable Hours	Travel Hours
9/3/10			
BMC Document Custody	<i>Suppl POC/BDN; created print ready and production folders, created doc ID, created MFs, populated MFs, prepped production sheet, waited for Alice to approve, resolved issue of whether to send this suppl out with Gunther, Tinamarie and Alice. Did not send out today in th end.</i>	1	
BMC Document Custody	<i>Week of 8/30/10 thru 9/03/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.</i>	0.1	
BMC Document Custody	<i>Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.</i>	0.3	
BMC Document Custody	<i>POC/BDN: prep draft of Cert of Svc</i>	0.3	
BMC Document Custody	<i>Docs served 9-3-10: proofread Cert of Svc</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 2 proofs of consent.</i>	0.1	
BMC Document Custody	<i>Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.</i>	0.1	
9/6/10			
BMC Case Support Associate	<i>Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth</i>	0.1	
9/7/10			
BMC Call Center	<i>Telephone with Anna Knox at (201) 705-6867 / RE: Wanted to know why she received the POC form and bar date notice.</i>	0.1	
BMC Call Center	<i>Telephone with Victoria Summerfield at (704) 932-4798 / RE: Wanted to know why she received the POC form and bar date notice.</i>	0.1	
BMC Call Center	<i>Telephone with George Salinas at (773) 936-4535 / RE: Wanted to know why he received the POC form and bar date notice.</i>	0.1	
BMC Call Center	<i>Telephone with Lee Browning at (419) 872-0929 / RE: Wanted to know why he received the POC form and bar date notice.</i>	0.1	
BMC Case Admin Manager	<i>Corresp w/ /D Hamm Trustee re claims issues</i>	0.1	
BMC Data Entry	<i>Enter consent form data for 5 forms.</i>	0.1	
BMC Data Support	<i>Update mail file data to master service list.</i>	0.1	
BMC Document Custody	<i>Prepared 75 pieces of mail returned by USPS with change of address</i>	0.9	
BMC Document Custody	<i>Preparation of production reporting re: Proof of Claim/BDN, served on 9/3/10</i>	0.1	
BMC Document Custody	<i>Prepared 120 pieces of mail returned by USPS with change of address.</i>	1.4	
BMC Document Custody	<i>Prepare cover letter to Daniel G. Hamm delivery of original proof/affidavit of service re: POC-BDN, served on September 3, 2010 for filing with the court</i>	0.3	
BMC Document Custody	<i>Management and organization of today's mail and claim processing; record end of day counts to database.</i>	0.1	
BMC Document Custody	<i>Management and organization of today's mail and electronic consent form processing; record end of day counts to system.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 5 proofs of consent.</i>	0.1	
9/8/10			
BMC Call Center	<i>Telephone with Bruce Taylor at (510) 417-0483 / RE: Wanted to know why he received the POC form and bar date notice.</i>	0.1	
BMC Call Center	<i>Telephone with Rhonda Brown at (615) 699-0203 / RE: Wanted to know why she received th POC form and bar date notice.</i>	0.1	
BMC Call Center	<i>Telephone with Graziely Silva at (203) 273-8298 / RE: Wanted to know why she received the POC form and bar date notice.</i>	0.1	

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Name	Description	Billable Hours	Travel Hours
9/8/10			
BMC Call Center	Telephone with Brandon Rucker at (520) 850-7484 / RE: Wanted to know why he received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Mr. Meisenbach at (843) 718-1189 / RE: Had questions regarding filling out the claim form. Suggested that he consult his own legal counsel.	0.1	
BMC Call Center	Telephone with Gina Pehot at (919) 669-2438 / RE: Wanted to make sure we received her claim.	0.2	
BMC Call Center	Telephone with Hector at (517) 487-8600 / RE: Wanted to know why he received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Joy at (858) 207-7099 / RE: Wanted to know why her husband received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Mrs. Triplett at (540) 458-3300 / RE: Wanted to know what she needed to include with her POC form.	0.1	
BMC Call Center	Telephone with Janet at (315) 668-1023 / RE: Wanted to know why she received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Anthony Brown at (603) 524-1237 / RE: Wanted to know why he received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Jeff at (716) 579-3434 / RE: Wanted to know what he needed to do if Allegro doesn't owe him anything.	0.1	
BMC Call Center	Telephone with Dequan Mitchell at (313) 766-7832 / RE: Wanted to know why she received the POC form and bar date notice.	0.2	
BMC Case Admin Manager	Review Certificate of Service re Bar date notice and proof of claim; notarize for filing with USB	0.2	
BMC Case Admin Manager	Review work in progress	0.3	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Case Support Associate	Review and reply to e-mail and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Case Support Associate	Review and reply to email from B Tate re: appending images to claim. Create master fly sheet for new client and create fly sheet to be appended to claim 26, append new images to claim within database. Save correspondence to related images folder and link related image to claim. Review and update claims database as necessary.	0.5	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 305 pieces of returned mail and record to Notice System.	0.9	
BMC Document Custody	Prepared and mailed 160 pieces of mail returned by USPS with change of address.	2.1	
BMC Document Custody	Prepared and mailed 300 pieces of mail returned by USPS with change of address	4	
BMC Document Custody	Prepared 125 pieces of mail returned by USPS with change of address	2.4	
BMC Document Custody	Prepared and mailed 60 pieces of mail returned by USPS with change of address.	1	
9/9/10			
BMC Call Center	Telephone with Sue Tosti at (805) 344-4641 / RE: Wanted to know how she was supposed to know how much Allegro Law owes her.	0.1	
BMC Call Center	Telephone with Lucy at (626) 660-5984 / RE: Wanted to know why she received the POC form and bar date notice.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	

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Name	Description	Billable Hours	Travel Hours
9/9/10			
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Facilitated update of client website including Bar Date and Where to Send Claims on general information page. Updated Filed Claims tab with information on obtaining claim images not posted to site.	0.7	
BMC Data Support	Monitor, review and discuss daily ongoing and email correspondences between the team project managers and clients and reply as appropriate re: project and notices for the day.	0.8	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Prepared 160 pieces of mail returned by USPS with change of address.	2.4	
BMC Document Custody	Process 34 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Prepared and mailed 170 pieces of mail returned by USPS with change of address.	1.8	
BMC Document Custody	Sent email to project team to have website updated with latest claim info.	0.2	
BMC Document Custody	Prepared 325 pieces of mail returned by USPS with change of address	4	
BMC Document Custody	Prepared and mailed 200 pieces of mail returned by USPS with change of address	2.6	
BMC Document Custody	POC/BDN: Review and audit monthly production invoices for preparation of combined invoice for delivery to client	0.1	
9/10/10			
BMC Call Center	Telephone with Christopher at (585) 335-7524 / RE: Wanted to know why he received the POC form and bar date notice.	0.1	
BMC Call Center	Telephone with Raul at (347) 569-3822 / RE: Wanted to know why he received the POC form and bar date notice.	0.1	
BMC Data Support	Review the documents [supl POC/BDN to Mallia & Britt] for service as requested. Prepare request forms and research related affected parties. Final review of mailing production sheets and documents; prepare noticing checklist.	0.5	
BMC Data Support	Coordinate production and mailing of supplemental custom POCs.	1.2	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Updated Gen Info Page and asked the Dev Team to updated the POC form.	0.5	
BMC Data Support	Review and respond to email request from Project Team to populate mailfile for proof of claim mailing.	0.2	
BMC Data Support	Review and update schedule mailfile 39706 with affected party.	0.2	
BMC Data Support	Update Filed Claims page for Allegro Law website	0.2	
BMC Data Support	Facilitated update of Claim Image Disclaimer on Filed Claims tab. Updated client general information page with General Bar Date and addresses for filing POC's. Reviewed and approved upon completion.	1	
BMC Document Custody	Entered consent data for 3 forms.	0.1	
BMC Document Custody	Process 108 pieces of returned mail and record to Notice System.	0.5	
BMC Document Custody	Prepared and mailed 160 pieces of mail returned by USPS with change of address	2	
BMC Document Custody	Prepared 125 pieces of mail returned by USPS with change of address	2.2	
BMC Document Custody	Week of 9/6/10 thru 9/10/10 prepare and mail 1,155 pieces of mail as instructed.	1	
BMC Document Custody	Email exchange w/ Data Analysts re population of AP MF 39706	0.1	
BMC Document Custody	Review & respond to emails transmitting 1. Noticing Instructions 2. Request/response re approval Service Documents & Production Instructions for BDN/POC (Suppl)	0.2	

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Name	Description	Billable Hours	Travel Hours
9/10/10			
BMC Document Custody	Set up Noticing System/Production Folder/Noticing Instructions; prepare electronic version of document-as-served/ copy service document to Call Center folder; Review Production copy of document (Document ID 24360)	0.3	
BMC Document Custody	Week of 9/07/10 thru 9/10/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	1.3	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Review & respond to email from Alice Whitfield transmitting document for supplemental servc for BDN/POC	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Prepared and mailed 70 pieces of mail returned by USPS with change of address.	0.9	
9/13/10			
BMC Call Center	Telephone with Amy Sullivan at (909) 262-7589 / RE: Wanted to know why she received the POC form and bar date.	0.1	
BMC Case Admin Manager	Review and analysis of email and attachments from Call Center re alleged creditor response t BDN; review attachments; prepare memo to data analyst re updating claims data as requested by alleged creditors	0.2	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Data Support	Update mail file data to master service list.	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.2	
BMC Document Custody	Process Proof of Supplemental Service of BDN/POCs	0.4	
BMC Document Custody	POC/BDN (suppl 9-10-10): proofread/revise Cert of Svc	0.2	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Prepared 149 pieces of mail returned by USPS with change of address	2.1	
BMC Document Custody	Process 458 pieces of returned mail and record to Notice System.	2.1	
9/14/10			
BMC Case Admin Manager	Read and respond to email from Alice Whitfield re updating creditor database information	0.1	
BMC Document Custody	Prepared and mailed 172 pieces of mail returned by USPS with change of address	2.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Open, review and date stamp 13 proofs of consent.	0.2	
BMC Document Custody	Prepare cover letter to Daniel G. Hamm delivery of original proof/affidavit of service re: BDN-POC (Suppl), served on September 10, 2010 for filing with the court	0.3	
BMC Document Custody	Preparation of production reporting re: BDN/POC (Suppl), served on 9/10/10	0.1	
BMC Document Custody	Process 500 pieces of returned mail and record to Notice System	1.9	
9/15/10			
BMC Call Center	Telephone with Charles at (218) 879-5177 / RE: Left Message	0.1	
BMC Call Center	Telephone with Amanda at (641) 990-1746 / RE: Wanted to know what she needed to do with the POC and notice she received.	0.1	
BMC Call Center	Telephone with Unknown at (785) 798-0343 / RE: Wanted to know why she received the notice regarding Allegro Law.	0.2	

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Name	Description	Billable Hours	Travel Hours
9/15/10			
BMC Call Center	Telephone with Charles at (218) 879-5177 / RE: Wanted to know what was going to happen with his claim.	0.1	
BMC Call Center	Telephone with Jackie at (856) 430-3146 / RE: Wanted to know why she received the POC form and notice.	0.1	
BMC Case Support Associate	Discussion with D Decker & B Tate re: use of confidential claim flags	0.2	
BMC Case Support Associate	Email correspondence with E.Dors re: incoming claims and analysis, docketing updates performed re: same	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Data Entry	Enter consent form data for 13 forms.	0.3	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.7	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Prepared and mailed 7 pieces of mail returned by USPS with change of address	0.2	
BMC Document Custody	Process 264 pieces of returned mail and record to Notice System	0.8	
BMC Document Custody	Update return mail to b-Linx.	0.1	
9/16/10			
BMC Case Admin Manager	Email exchanges with Tinamarie Feil re scope of processing proofs of claim	0.2	
BMC Case Admin Manager	Review status of claims receipt and reporting; corresp w. trustee	0.5	
BMC Case Admin Manager	Email exchanges with Myrtle John re scope of processing proofs of claim	0.2	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Review and reply to e-mail and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Case Support Associate	Review of 9/16 daily Image Scan Tracking report to assign out recently filed claim to team for data input.	0.1	
BMC Data Management	Discuss claims review tracking with Steff and Mike, email to A. Wick re same	0.3	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Review emails to insure task completion.	0.2	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Prepared 27 pieces of mail returned by USPS with change of address	0.6	
BMC Document Custody	Process 60 pieces of returned mail and record to Notice System	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	POC/BDN (suppl 9-10-10): Review and audit monthly production invoices for preparation of combined invoice for delivery to client	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
9/17/10			
BMC Call Center	Telephone with Donna Harper at (973) 321-1000 / RE: Wanted to know why she had received the allegro law poc notice. I directed her to the allegro law website listed in the notice.	0.2	
BMC Case Admin Manager	Review COA request received from Cinthia Vargas for updating noticing database	0.1	

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
9/17/10			
BMC Case Admin Manager	Corresp w/ /D Hamm Trustee re claims issues	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Data Entry	Enter consent form data for 4 forms.	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Prepared and mailed 9 pieces of mail returned by USPS with change of address	0.2	
BMC Document Custody	Process 385 pieces of mail and record to Notice System	1.2	
BMC Document Custody	Week of 9/13/10 thru 9/17/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	1.8	
BMC Document Custody	Week of 9/13/10 thru 9/17/10 prepare and mail 331 pieces of mail as instructed.	0.3	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
9/20/10			
BMC Call Center	Telephone with Unknown at (717) 273-7830 / RE: Wanted to know what his client needed to send as supporting documents.	0.2	
BMC Case Admin Manager	Email exchange with Tinamarie Feil re counsel's request for claims summary report	0.1	
BMC Case Admin Manager	Call to Dan Hamm's office re claims summary report	0.2	
BMC Case Admin Manager	Email exchanges with data manager re preparing requested reports	0.3	
BMC Case Admin Manager	Prepare return mail report and summary; review and revise claims report	1.9	
BMC Case Admin Manager	Prepare email to counsel and Tinamarie Feil re return mail report and summary, claims report and report of other communication from alleged creditors	0.3	
BMC Case Admin Manager	Email exchanges with Mike Booth re COA and exceptions report; review reports to update information to counsel	0.2	
BMC Case Admin Manager	Email exchange with Myrtle John re counsel's request for claims summary report	0.1	
BMC Case Admin Manager	Corresp w/ /D Hamm Trustee re claims issues	0.1	
BMC Case Support Associate	Review of 9/20 daily Image Scan Tracking report to assign out recently filed claim to team for data input.	0.1	
BMC Case Support Associate	Call with L Modafferi re: recently assigned claims review list and required database updates related to same.	0.2	
BMC Case Support Associate	Email correspondence with M.Booth re: level 1 and 2 review required on newly filed claims	0.1	
BMC Case Support Associate	Discussion with T Thomas re: COA requests, returned mail and returned consent forms per inquiry from M John; draft follow-up email to M John and data team re: same.	0.2	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Data Support	Generate claims listing. Export to Excel and forward to M John.	0.7	
BMC Data Support	Generate listing of creditors opting in for email notice. Export to Excel and forward to M John for review.	0.6	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 286 pieces of returned mail and record to Notice System.	1.2	
9/21/10			

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Time Detail

Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
9/21/10			
BMC Call Center	Telephone with Gary Steed at (925) 625-4794 / RE: Wanted to know when he would receive his is proof of claim form. The website stated they would be mailed in 7-10 business days and that is a little past the date. I let him know he could get a claim for	0.1	
BMC Call Center	Telephone with Sharon Wright at (704) 784-1758 / RE: Wanted to know why she had receive the bar date notice.	0.1	
BMC Call Center	Telephone with Gary Steed at (925) 625-4794 / RE: Wanted to know our website address so he could download a claim form.	0.1	
BMC Call Center	Telephone with Richard at (202) 361-1316 / RE: Wanted to know why he received the POC form and notice.	0.1	
BMC Case Admin Manager	Review and analysis of various correspondence received from alleged creditors re refund requests, returning blank POC; BBB reports	0.2	
BMC Case Support Associate	Review and reply to email with M Booth re: voiding claim. Create master fly sheet for new client. Create void sheet to be appended to claim 675 and append sheet for claim 560. Appen new images to claims within database, save correspondence to related images folder and link related image to claim. Review and update claims database as necessary. Draft email to Chanhassen re: same	0.6	
BMC Case Support Associate	Meeting with team to discuss exception handling of claims review issues, including new tracking features in claims review tool.	0.1	
BMC Data Entry	Enter consent form data for 6 forms.	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Prepared and mailed 19 pieces of mail returned by USPS with change of address	0.4	
BMC Document Custody	Open, review and date stamp 6 proofs of consent.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.2	
9/22/10			
BMC Case Admin Manager	Read and respond to email from claim clerk re appropriate processing of claim received on behalf of deceased alleged claimant; review proof of claim	0.2	
BMC Case Admin Manager	Review work in progress	0.3	
BMC Case Support Associate	Draft email to M John re: docketing of creditor name where a custom claim form has been use and the creditor is since deceased.	0.2	
BMC Document Custody	Process 11 pieces of returned mail and record to Notice System	0	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
9/23/10			
BMC Case Admin Manager	Email to and from Tinamarie Feil re Level 1 claims processing	0.2	
BMC Case Admin Manager	Email exchange with Mytle John re Level 1 claims processing	0.2	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Draft email to reconciliation group re: docketing of claims where creditor has applied a claim amount of N/A. Discussion with M Booth re: same	0.3	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Prepared and mailed 7 pieces of mail returned by USPS with change of address	0.2	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	Process 77 pieces of returned mail and record to Notice System.	0.3	

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Name	Description	Billable Hours	Travel Hours
9/23/10			
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.3	
BMC Document Custody	Pull original documents from storage for review per processing team. Re-image documents and file back into storage.	0.3	
BMC Document Custody	Update return mail to b-Linx.	0.1	
9/24/10			
BMC Data Entry	Enter consent form data for 3 forms.	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Monitor, review and discuss daily ongoing and email correspondences between the team project managers and clients and reply as appropriate re: project and notices for the day.	0.4	
BMC Document Custody	Prepared and mailed 2 pieces of mail returned by USPS with change of address	0	
BMC Document Custody	Open, review and date stamp 4 proofs of consent.	0.1	
BMC Document Custody	Process 38 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Week of 9/20/10 thru 9/24/10 prepare and mail 28 pieces of mail as instructed.	0.2	
BMC Document Custody	Week of 9/20/10 thru 9/24/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.6	
9/26/10			
BMC Case Admin Manager	Read and respond to email from Tinamarie Feil re additional/updated report requested by Dar Hamm	0.2	
BMC Case Admin Manager	Prepare return mail and claims liability reports requested by counsel and forward to Tinamarie Feil and Dan Hamm	0.7	
BMC Case Admin Manager	Memo to data analysts re preparing report re Spanish last name alleged creditors	0.1	
BMC Case Admin Manager	Email from Myrtly John re additional/updated report requested by Dan Hamm	0.2	
BMC Case Admin Manager	Corresp w /D Hamm Trustee re claims issues	0.1	
9/27/10			
BMC Case Admin Manager	Review and analysis of list of Spanish last name extracted from alleged creditor list; highlight questionable names and prepare email to Tinamarie Feil and data analysts re same	0.8	
BMC Case Admin Manager	Analysis of claims/exceptions returned, and review request for proof of claim form; coordinate with data analysts for preparing customized proof of claim form for sending to alleged creditor	0.3	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Data Entry	Enter consent form data for 4 forms.	0.1	
BMC Data Support	Preparation of report verifying creditor, amount and docket information grouping, and reporting data anomalies to project manager and case support associate.	0.3	
BMC Data Support	Produced data change tracking report in preparation of creating a claims register for monthly posting to website.	0.2	
BMC Data Support	Review of creditor database. Verify counts and normalize selected names.	1.4	
BMC Data Support	Setup separate working database for Spanish Names creditor review.	1.6	
BMC Data Support	Coordinate review and flagging of Spanish creditor names with M Soto and M Carranza.	1.3	
BMC Data Support	Generate report of creditors with Spanish last names as per review. Forward to M John.	1.2	

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Name	Description	Billable Hours	Travel Hours
9/27/10			
BMC Data Support	Monitor, review and discuss daily ongoing and email correspondences between the team project managers and clients and reply as appropriate re: project and notices for the day.	0.4	
BMC Data Support	Update Returned Mail Records to b-Linx	0.1	
BMC Document Custody	Review and reply to e-mails and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.2	
BMC Document Custody	Open, review and date stamp 7 proofs of consent.	0.1	
BMC Document Custody	Go over a list of creditors and flag the names that look like Spanish/Latino last names per Gunther Kruse request	2.5	
9/28/10			
BMC Call Center	Telephone with Roseanna York at (909) 520-2958 / RE: Had questions about filling out the claim form. Let her know that we can not assist with filling out the claim form.	0.1	
BMC Call Center	Telephone with Andre Robinson at (813) 837-1575 / RE: Wanted to know how to fill out the claim form. Let him know that we cannot assist.	0.1	
BMC Call Center	Telephone with Unknown at (578) 557-3500 / RE: Wanted to know if he needed to file a claim I let him know if he felt Allegro law owed him any money prior to the filling then he could file a claim if he chose to.	0.1	
BMC Case Support Associate	Perform level 2 review on recently filed claims per M.Booth request; update claim database as required re: same	0.7	
BMC Data Support	Added new creditor into database creditor matrix and email correspondences re: setting and serving proof of claim to new party	0.7	
BMC Data Support	Prep and coordinate production of supplemental proof of claim form.	1	
BMC Data Support	Mailfile 40084 population review and verify correct parties and perform address check and corrections for mailing service	0.5	
BMC Data Support	Mailfile 40084 Email exchanges with project team re: population & updates and sending final results	0.3	
BMC Data Support	Monitor, review and discuss daily ongoing and email correspondences between the team project managers and clients and reply as appropriate re: project and notices for the day.	0.7	
BMC Data Support	SQL database maintenance, update stored procedures, create history tables with update, delete and insert triggers. Test stored procedures and triggers.	1	
BMC Document Custody	Suppl POC; email correspondence with Data, created MF	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	
BMC Document Custody	Prepared and mailed 4 pieces of mail returned by USPS with change of address.	0.1	
BMC Document Custody	Process 109 pieces of returned mail and record to Notice System.	0.4	
BMC Document Custody	POC/BDN suppl, created print ready and production folders, created doc ID, prepped production sheet, checked and printed to see if barcode on POC printed properly, checked production sample to see if printed properly too and it did	0.1	
9/29/10			
BMC Call Center	Telephone with Mike at (603) 275-5468 / RE: Wanted to know how much Allegro Law owed him. I let him know we don't have access to Allegro Laws records if he felt he was owed money prior to the filing he would need to file out eh claim form for that amou	0.2	
BMC Case Admin Manager	Memo from and to Tinamarie Feil re counsel's request for service on additional parties	0.1	

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Name	Description	Billable Hours	Travel Hours
9/29/10			
BMC Case Admin Manager	Review spreadsheet with additional alleged claimants; Memo to data analysts re uploading to creditor database and preparing proofs of claims for serving the additional alleged claimants	0.2	
BMC Case Admin Manager	Prepare MRF and NC and coordinate production and service of proof of claim and bar date notice on additional alleged claimants	0.4	
BMC Case Admin Manager	Memo to Myrtle John re counsel's request for service on additional parties	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Discussion with S Cohen re: level 1 review & additional analysis required on newly filed claim:	0.2	
BMC Case Support Associate	Finalize level 2 review on recently filed claims per M.Booth request; update claims database a required; draft follow-up memo to M.Booth re: same	0.6	
BMC Case Support Associate	Email correspondence with M.Booth re: level 2 review performed on recently docketed claims and additional analysis, possible database updates required re: same	0.1	
BMC Case Support Associate	Discussion with M.Booth re: level 1 review & additional analysis required on newly filed claims	0.2	
BMC Data Entry	Enter consent form data for 8 forms.	0.1	
BMC Data Support	Mailfile 40129 population review and verify correct parties and perform address check and corrections for mailing service	0.8	
BMC Data Support	Monitor, review and discuss daily ongoing and email correspondences between the team project managers and clients and reply as appropriate re: project and notices for the day.	0.6	
BMC Data Support	Extracting data results from the upload process to backfill and update the initial original tables imported for tracking purposes. 246_Allegro- No POC.XLS	0.7	
BMC Data Support	Prep and coordinate mailing of supplemental custom POC forms as per M John.	1.6	
BMC Data Support	Mailfile 40129 Email exchanges with project team re: population & updates and sending final results	0.4	
BMC Data Support	Parse and normalize source data from client. Prep, upload and verify all parties into creditor matrix database. 246_Allegro- No POC.XLS	2.2	
BMC Data Support	Update Returned Mail Records to b-Linx	0.1	
BMC Data Support	Update MailFile data to Master Service List	0.1	
BMC Document Custody	POC/BDN (suppl 9-28-10): proofread Cert of Svc	0.1	
BMC Document Custody	POC/BDN (suppl 9-28-10): notarize/scan Cert of Svc;	0.1	
BMC Document Custody	Prepare cover letter to Daniel G. Hamm delivery of original proof/affidavit of service re: 246 - Supp POC, served on September 28, 2010 for filing with the court	0.3	
BMC Document Custody	Preparation of production reporting re: BDN/POC (Suppl), served on 9/28/10	0.1	
BMC Document Custody	Suppl POC/BDN; drafted POS	0.2	
BMC Document Custody	Process 11 pieces of returned mail and record to Notice System.	0.1	
9/30/10			
BMC Call Center	Telephone with Unknown at (612) 366-7877 / RE: Wanted to know what BMCs role was in th Allegro Bankruptcy.	0.1	
BMC Case Support Associate	Review of 9/30 daily Image Scan Tracking report to assign out recently filed claim to team for data input.	0.1	
BMC Data Entry	Enter consent form data for 1 form.	0.1	
BMC Data Support	Update MailFile data to Master Service List	0.1	
BMC Document Custody	Process 37 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Open, review and date stamp 1 proof of consent.	0.1	

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Name	Description	Billable Hours	Travel Hours
9/30/10			
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; draft follow-up memo to E.Dors re: processing of additional supporting docs received.	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	suppl POC-BDN; finished creating print ready and production folders, printed docs, prepped F	0.2	
10/1/10			
BMC Call Center	Telephone with Sue at (843) 206-4426 / RE: Wanted to know how to fill out the claim form.	0.2	
BMC Case Support Associate	Review and reply to email from B Tate re: appending images to claim. Create fly sheet to be appended to claim 955, append new images to claim within database. Save correspondence t related images folder and link related image to claim. Review and update claims database as necessary. Email Chanhassen with new copy of claim image.	0.2	
BMC Data Entry	Enter consent form data for 3 forms.	0.1	
BMC Document Custody	Suppl POC-BDN; drafted POS	0.2	
BMC Document Custody	POC/BDN (suppl 9-28-10): Review and audit monthly production invoices for preparation of combined invoice for delivery to client	0.1	
BMC Document Custody	Week of 9/27/10 thru 10/01/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.3	
BMC Document Custody	Week of 9/27/10 thru 10/1/10 prepare and mail 5 pieces of mail as instructed.	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Process 16 pieces of returned mail and record to Notice System.	0.1	
10/3/10			
BMC Document Custody	POC/BDN (suppl): proofread Cert of Svc	0.1	
10/4/10			
BMC Call Center	Telephone with Christine at (818) 497-3726 / RE: Wanted to know the status of the case.	0.1	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Document Custody	POC/BDN (suppl 9-30-10): notarize/scan Cert of Svc	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box.	0.1	
10/5/10			
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.2	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.2	
BMC Document Custody	Open, review and date stamp 5 proofs of consent.	0.1	
BMC Document Custody	Process 48 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	Prepare cover letter to Daniel G. Hamm delivery of original proof/affidavit of service re: POC-BDN suppl, served on September 30, 2010 for filing with the court	0.3	
10/6/10			
BMC Call Center	Telephone with Anna at (000) 000-0000 / RE: Wanted to know why she received the POC for Allegro Law	0.1	

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Name	Description	Billable Hours	Travel Hours
10/6/10			
BMC Case Support Associate	<i>Draft email and correspondence to M Booth re: Claims that have been filed by specific creditors for amounts owed to them from Allegro and also their entire debt consolidation. Research database and provide examples to include in email for submission to PM.</i>	0.7	
BMC Case Support Associate	<i>Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth</i>	0.1	
BMC Case Support Associate	<i>Discussions with team re: claims issues & questions (various creditors).</i>	0.3	
BMC Data Entry	<i>Enter consent form data for 5 forms.</i>	0.1	
BMC Data Support	<i>Review and verify undeliverable creditor addresses for return mail processing.</i>	0.1	
BMC Document Custody	<i>Process 2 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Prepared and mailed 1 piece of mail returned by USPS with change of address.</i>	0.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.2	
BMC Document Custody	<i>POC/BDN (suppl 9-30-10): Review and audit monthly production invoices for preparation of combined invoice for delivery to client</i>	0.1	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	
10/7/10			
BMC Case Support Associate	<i>Discussions with team re: claims issues & questions (various creditors).</i>	0.2	
BMC Case Support Associate	<i>Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth</i>	0.1	
BMC Data Support	<i>Review and verify undeliverable creditor addresses for return mail processing.</i>	0.1	
BMC Data Support	<i>Review/audit new claims upload data. Verify claim counts and amounts.</i>	0.5	
BMC Document Custody	<i>Process 12 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 1 proof of consent.</i>	0.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.2	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	
BMC Document Custody	<i>Discussion with M Booth re: testing of website web inquiry functionality to ensure creditor inquiries are pointed to the correct email alias.</i>	0.1	
10/8/10			
BMC Case Support Associate	<i>Review of 10/08 daily Image Scan Tracking report to assign out recently filed claim to team for data input.</i>	0.1	
BMC Case Support Associate	<i>Discussions with team re: claims issues & questions (various creditors).</i>	0.2	
BMC Case Support Associate	<i>Review pending claims issues requiring higher-level analysis outside normal scope of review; update claims database (b-Linx) as needed.</i>	0.2	
BMC Data Entry	<i>Enter consent form data for 1 form.</i>	0.1	
BMC Data Support	<i>Review and verify undeliverable creditor addresses for return mail processing.</i>	0.1	
BMC Data Support	<i>Docketed and processed 40 claims.</i>	1	
BMC Document Custody	<i>Process 8 pieces of returned mail and record to Notice System.</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 4 proofs of consent.</i>	0.1	
BMC Document Custody	<i>File original documents to archive.</i>	0.1	
BMC Document Custody	<i>Week of 10/04/10 thru 10/08/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.</i>	0.2	
BMC Document Custody	<i>Week of 10/4/10 thru 10/8/10 prepare and mail 1 piece of mail as instructed.</i>	0.1	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	

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Name	Description	Billable Hours	Travel Hours
10/11/10			
BMC Call Center	Telephone with Damaris Maldonado at (585) 698-4008 / RE: Wanted to make sure we received her claim.	0.1	
BMC Case Admin Manager	Review and respond to exception notice from Call Center re Sharon Roberts returned blank POC	0.1	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.3	
BMC Data Entry	Enter consent form data for 4 forms.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
10/12/10			
BMC Call Center	Telephone with Ed at (732) 289-3700 / RE: Wanted to know what BMC's role was in the bankruptcy.	0.1	
BMC Call Center	Telephone with Rosemarie Lockswith of Euclid Square Mall at (216) 731-8970 / RE: Wanted know why they are receiving bankruptcy paperwork.	0.1	
BMC Call Center	Telephone with Martha Furtune at (404) 705-4900 / RE: Wanted to know why she received th claim form.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.1	
BMC Data Support	Generate generic POC form for supplemental mailing.	0.5	
BMC Data Support	Review and update creditor matrix with additional proof of claim affected parties.	0.2	
BMC Data Support	Populate mail file 40419 with supplemental proof of claim affected parties.	0.2	
BMC Data Support	Review and respond to correspondence with project team and production regarding supplemental proof of claim mailing.	0.2	
BMC Document Custody	POC/BDN (suppl): Review & respond to emails transmitting 1. Noticing Instructions 2. Request/response re approval Service Doc & Production Instructions	0.2	
BMC Document Custody	POC/BDN (suppl): Set up Noticing System/Production Folder/Noticing Instructions; prepare electronic version of document-as-served/ copy service document to Call Center folder; Review Production copy of document	0.3	
BMC Document Custody	POC/BDN (suppl): Email exchange w/ Data Analysts re population of AP MF(s)	0.1	
BMC Document Custody	Extract and prepare returned mail summary report and email to project manager	0.1	
BMC Document Custody	Loading COA Postage for previous month, complete and print pdf on production billing	0.1	
10/13/10			
BMC Call Center	Telephone with Zack Azar at (334) 265-8551 / RE: Wanted to know how many claim have been filed in the case.	0.1	
BMC Case Support Associate	Review email from B Tate to project team re: correspondence received at Claims PO Box in Chanhassen from Marie Fishel, Helen Meyer, Shirley A Blaisdell, Michael Sheridan.	0.1	
BMC Data Entry	Enter consent form data for 9 forms.	0.2	
BMC Data Support	Update mail file data to master service list.	0.1	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.2	

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Time Detail

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Name	Description	Billable Hours	Travel Hours
10/13/10			
BMC Document Custody	Open, review and date stamp 9 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.5	
10/14/10			
BMC Call Center	Telephone with Unknown at (585) 698-4008 / RE: Wanted to know when she was going to get her money back.	0.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Process 27 pieces of returned mail and record to Notice System.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
10/15/10			
BMC Call Center	Telephone with Joanne Solem at (303) 462-5869 / RE: Wanted to know what would happen since she didn't include postage on her self-addressed envelope for return receipt.	0.1	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.2	
BMC Case Support Associate	Discussion with M.Booth re: analysis of out of balance claim detail reports and possible claim database updates required re: same	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Week of 10/11/10 thru 10/15/10 prepare and mail 2 pieces of mail as instructed.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	prepare and mail 6 pieces of mail returned by usps with change of address	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Week of 10/11/10 thru 10/15/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.2	
10/18/10			
BMC Call Center	Telephone with Tamara at (860) 435-9802 / RE: Wanted to know what she needed to do since she believes Allegro owes her money.	0.1	
BMC Call Center	Telephone with Ryan Langley at (704) 906-6768 / RE: Wanted to know how to fill out the claim form. I let him know we are not attorneys here and he would need to seek his own legal counsel as we do not give legal advice	0.2	
BMC Call Center	Telephone with Betsy Patterson at (601) 800-8130 / RE: Wanted to know who Allegro Law was.	0.1	
BMC Case Support Associate	Review Court docket to identify newly filed ECF claims from PACER for case 30631. Email Mbooth & Lshippers re: same.	0.1	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	prepare and mail 2 pieces of mail returned by usps with change of address	0.1	
BMC Document Custody	process 8 pieces of return mail and record to notice system	0.1	
BMC Document Custody	Preparation of production reporting re: BDN/POC (Suppl), served on 10/12/10	0.1	
10/19/10			
BMC Call Center	Telephone with Unknown at (973) 272-8494 / RE: Wanted to know when she was going to get her money back.	0.1	

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Consultant Time Detail to 10/31/2010

Name	Description	Billable Hours	Travel Hours
10/19/10			
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Data Support	Review, update also researched addresses via Internet and USPS website address check for proper deliverable addresses and zip codes as per data integrity reports from error reporting tool.	1.9	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
10/20/10			
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Data Support	Review and verify undeliverable creditor addresses for return mail processing.	0.1	
BMC Data Support	Continued Review, update also researched addresses via Internet and USPS website address: check for proper deliverable addresses and zip codes as per data integrity reports from error reporting tool.	1.7	
BMC Document Custody	Review non-claim correspondence received by BMC at claims PO Box; email correspondence with MJohn, TFeil & AWhitfield re: processing of same.	0.3	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
10/21/10			
BMC Case Admin Manager	Read and respond to email from T Feil, prepare and review claims reports	0.6	
BMC Case Admin Manager	Corresp w/ /D Hamm Trustee re claims issues	0.1	
BMC Data Entry	Enter consent form data for 8 forms.	0.2	
BMC Document Custody	Open, review and date stamp 4 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
10/22/10			
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Review webpage and identify necessary updates	0.3	
BMC Data Entry	Enter consent form data for 4 forms.	0.1	
BMC Document Custody	Open, review and date stamp 2 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Week of 10/18/10 thru 10/22/10 prepare and mail 7 pieces of mail as instructed.	0.1	
BMC Document Custody	POC/BDN (suppl 10-12-10): Review and audit monthly production invoices for preparation of combined invoice for delivery to client	0.1	
BMC Document Custody	Week of 10/18/10 thru 10/22/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.	0.2	

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Name	Description	Billable Hours	Travel Hours
10/25/10			
BMC Call Center	Telephone with Kareb Pulkkinen at (207) 783-5612 / RE: Wanted to verify we had received her claim.	0.2	
BMC Case Admin Manager	Email from and to Ellen Dors re address and marital status change for Steffanie Murray	0.1	
BMC Data Entry	Enter consent form data for 2 forms.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Open, review and date stamp 6 proofs of consent.	0.1	
BMC Document Custody	process 12 pieces of returned mail and record to notice system	0.1	
10/26/10			
BMC Case Admin Manager	Corresp w/ /D Hamm Trustee re claims issues	0.1	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.2	
BMC Data Support	Parse and clean creditor matrix mailing addresses to conform to USPS format. Verify removal of invalid characters as per report from BERT address check tool.	1.2	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	process 3 pieces of returned mail and record to notice system	0.1	
BMC Document Custody	Open, review and date stamp 3 proofs of consent.	0.1	
BMC Document Custody	File original documents to archive.	0.2	
BMC Document Custody	file original documents to archives	0.5	
10/27/10			
BMC Call Center	Telephone with Mary Jo Luginsland at (704) 989-2541 / RE: Wanted to verify we had received her claim.	0.2	
BMC Case Admin Manager	Read and respond to email from claims clerk re reviewing out-of-balance claims; discussion with Tinamarie Feil re claims review assignments	0.2	
BMC Case Support Associate	Review e-mail and correspondence re: Docketing and Classification Verification Review from Mbooth	0.1	
BMC Case Support Associate	Email correspondence with T.Thomas re: recent creditor COA request and analysis, database updates performed re: same	0.1	
BMC Case Support Associate	Email correspondence with M.John re: out of balance claims and analysis, possible claim database updates required re: same	0.1	
BMC Case Support Associate	Review and reply to e-mail and correspondence re: Change of Address from Mbooth; confirm correspondence was saved to COA2002 Requests Folder; save correspondence to related image folder and link image to related claims/schedules as required. Verify updates to claim/objection database and/or notice system as required re: same.	0.2	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.3	
BMC Data Entry	Enter consent form data for 9 forms.	0.1	
BMC Data Support	Update frequency information of claims register in Client Case Management tool.	0.1	
BMC Document Custody	Update return mail to b-Linx.	0.1	
BMC Document Custody	Scan, file and archive client correspondence. Forward to BMC CASSMAN for review and handling.	0.1	
BMC Document Custody	File original documents to archive.	0.1	
10/28/10			
BMC Call Center	Telephone with Unknown at (336) 280-8596 / RE: Wanted to know w why he received the po and how much he was owed.	0.2	
BMC Case Support Associate	Discussions with team re: claims issues & questions (various creditors).	0.2	

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Name	Description	Billable Hours	Travel Hours
10/28/10			
BMC Document Custody	<i>Image and Q.C. 1 consent form for processing to claims data base .</i>	0.1	
BMC Document Custody	<i>process 3 pieces of returned mail and record to notice system</i>	0.1	
BMC Document Custody	<i>Open, review and date stamp 1 proof of consent.</i>	0.1	
10/29/10			
BMC Case Support Associate	<i>Discussions with team re: claims issues & questions (various creditors).</i>	0.1	
BMC Data Support	<i>Review and verify undeliverable creditor addresses for return mail processing.</i>	0.1	
BMC Data Support	<i>SQL database maintainance,update storedprocedures, create history tables with update, delet and insert triggers. Test stored procedures and triggers.</i>	1	
BMC Document Custody	<i>Update return mail to b-Linx.</i>	0.1	
BMC Document Custody	<i>Week of 10/25/10 thru 10/29/10 prepare and mail 1 piece of mail as instructed.</i>	0.1	
BMC Document Custody	<i>file original documents to archives</i>	0.5	
BMC Document Custody	<i>process 1 piece of returned mail and record to notice system</i>	0.1	
BMC Document Custody	<i>Week of 10/25/10 thru 10/29/10: Receive and process incoming client mail; distribute mail to project team, and forward pieces returned by USPS to audit team for handling.</i>	0.1	
		Total	367.7