

# Blankenship Jordan, P.A.

## Matter Billing Log

Date Range: 04/13/2023 - 01/25/2024

**Matter Opened Date:** 04/13/2023  
**File #:** 17-0002-50

City of Chipley / 17-0002

**RE:** 592/589 Main Street Foreclosure

### FEES

| Date       |                 | Details  | Hours | Amount   |
|------------|-----------------|--|-------|----------|
| 04/13/2023 | Michelle Jordan | R/R title search reports and attachments, open new files, task draft complaint and related docs to HU  | 2:12  | \$385.00 |
| 04/13/2023 | Michelle Jordan | Review email from MBJ & task assigned. Review Title work & save to Google Drive. HU.   | 0:18  | \$33.75  |
| 04/24/2023 | Michelle Jordan | Review title work. Draft Complaint, NOLP, NOA&Email Designation, Notice of Action, Summons, & Aff. of Const. Service. Email pleadings to JAM for review. HU. | 3:18  | \$371.25 |
| 04/28/2023 | Law Clerk       | Receive and Review drafts from Heather and reply same. JM  | 0:12  | \$35.00  |
| 04/28/2023 | Michelle Jordan | Email fm JAM. Finalize & file Complaint, Lis Pendens & NOA. HU.  | 0:30  | \$56.25  |
| 05/01/2023 | Michelle Jordan | Email to MBJ/JAM re Efiling Receipt. Save initial pleadings. Create Pleading Index. Update Litigation Spreadsheet. Calendar deadlines. HU.                   | 0:24  | \$45.00  |
| 06/20/2023 | Law Clerk       | Receive/Review Email from Heather; re pleadings; reply same. JM  | 0:12  | \$35.00  |
| 06/21/2023 | Michelle Jordan | Email fm/to JAM re: RON. Setup RON. Conduct RON w/JAM to sign & notarize Aff. Const. Svs. HU.  | 0:30  | \$56.25  |
| 06/22/2023 | Michelle Jordan | Update Summons & NOA. Efile Summons, NOA & Affidavit. HU.  | 0:18  | \$33.75  |
| 07/05/2023 | Michelle Jordan | Review & Save pleadings. HU.   | 0:06  | \$11.25  |
| 07/07/2023 | Michelle Jordan | Review email fm Clerk rejecting NOA. Resubmit NOA, Affidavit of Const. Svc. & Summons. HU.   | 0:18  | \$33.75  |
| 07/10/2023 | Michelle Jordan | Download summonses & NOA fm Docket. P/C w/Clerk re: NOA not issued. HU.  | 0:24  | \$45.00  |
| 07/18/2023 | Michelle Jordan | Publish NOA, pay publication fee & save invoices. Draft ltr to Washington Co Sheriff re: personal service & email to JAM w/pleadings to be served. HU.       | 0:30  | \$56.25  |

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| 07/19/2023 | Law Clerk       | Receive/Review Email from Heather re docs to be served; calendar followup needed. JM   | 0:12 | \$35.00  |
| 07/26/2023 | Law Clerk       | draft memo to file. JM   | 0:18 | \$52.50  |
| 08/05/2023 | Michelle Jordan | Draft NOSubCounsel & email to CJD & MBJ. HU.   | 0:12 | \$22.50  |
| 08/11/2023 | Michelle Jordan | Revise NOSubCounsel & email to MBJ. HU.  | 0:06 | \$11.25  |
| 08/17/2023 | Michelle Jordan | Download & review Affidavit Publication. Draft NOFiling Affidavits of Publication. Email to JAM/MBJ. HU.   | 0:18 | \$33.75  |
| 08/18/2023 | Michelle Jordan | Revise & file NOF Affidavit of Publication. Update Lit. Spreadsheet. HU.   | 0:12 | \$22.50  |
| 08/18/2023 | Law Clerk       | Receive and Review email and drafts from H. Rev / reply. H. Re same.   | 0:06 | \$17.50  |
| 09/15/2023 | Michelle Jordan | Revise Sub. Counsel & email to MJG. HU.  | 0:12 | \$22.50  |
| 09/20/2023 | Michelle Jordan | Email fm MJG. Finalize & file Notice of Sub. of Counsel. HU.   | 0:06 | \$11.25  |
| 09/22/2023 | Michelle Jordan | Save pleading. HU.   | 0:06 | \$11.25  |
| 10/21/2023 | Michelle Jordan | LR 23-024; calculate amounts due; pull report for legal expenses; draft, proof, and revise surplus claim form; draft email corr to TD and DM; update file    | 0:48 | \$160.00 |
| 12/29/2023 | Michelle Jordan | Draft Amended Complaint, Motion to Appoint AAL and proposed Order. Email same to MJG. HU.  | 0:54 | \$112.50 |
| 01/02/2024 | Michelle Jordan | Review/ draft/ revise amended complaint, motion to appoint receiver and order appointing receiver. MG.   | 0:36 | \$120.00 |
| 01/03/2024 | Michelle Jordan | Finalize & file Amended Complaint and Motion to Appoint AAL. Draft letter to Judge & efile w/proposed Order. Mail copies to defendant. Cert Mail \$6.42. HU. | 0:42 | \$87.50  |
| 01/04/2024 | Michelle Jordan | Receive/ review order appointing attorney ad litem. MG.  | 0:06 | \$20.00  |
| 01/05/2024 | Michelle Jordan | Update pleading index & link pleadings. Review & save pleadings. Email to K. Novonglosky re: Order Appointing her as AAL. Update Lit. Mgmt Spreadsheet. HU.  | 0:12 | \$25.00  |
| 01/25/2024 | Michelle Jordan | Review & save pleadings. HU.   | 0:06 | \$12.50  |

|              |  |  |  |                   |
|--------------|--|--|--|-------------------|
| <b>Total</b> |  |  |  | <b>\$1,975.00</b> |
|--------------|--|--|--|-------------------|

## DISBURSEMENTS

| Date       | Expense                   | Amount   |
|------------|---------------------------|----------|
| 04/13/2023 |                           | \$200.00 |
| 04/13/2023 | Title Search Fee 589 Main | \$200.00 |

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|              |   |                   |
|--------------|---|-------------------|
| 04/28/2023   |   | \$414.00          |
| 06/21/2023   | Remote Online Notarization Fees (at Costs). HU. | \$7.00            |
| 07/18/2023   |   | \$350.70          |
| 07/18/2023   |   | \$348.50          |
| 07/25/2023   | Process Service Cost                            | \$80.00           |
| 01/03/2024   |   | \$6.42            |
| <b>Total</b> |   | <b>\$1,606.62</b> |

**Summary of Fees and Disbursements**

Total Fee & Disbursements                      \$3,581.62