

## Application for Compensation

This guide shows how to file an Application for Compensation. Although this example specifically shows the steps to file an application for compensation, the same steps would be followed for other motions, applications, and stipulations.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Motions/Application/Stipulations hyperlink.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the Compensation event.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the Professional Requesting Compensation. If the professional is not listed add the professional by clicking on the Add/Create New Party button. If there are multiple applicants on one application, each applicant should be added at this time.
    - i. NOTE: If adding a new party, make sure to select the proper Role Type.
  - b. The Party Selection screen now temporarily lists the professional(s) on the pick list (although they are not a party to the case).
  - c. Select parties using the following table:

IF	THEN
Attorney is requesting compensation in the capacity of attorney	Select the party he/she represents in the case [i.e. debtor, trustee, etc]
Attorney is requesting compensation on behalf of other professional(s)	Select the professional(s)

- d. Click Next to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF Document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. NOTE: For quality assurance, right-click with the mouse and select Open from the picklist that is displayed.

- b. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.
  - c. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - d. Click the Yes radio button to the right of the Attachments to Document prompt to attach any attachments.
    - i. NOTE: Please note that the PDF file for the Application for Compensation is not an attachment. It is considered the main or associated document. An attachment is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.
  - e. An attached document will be referenced in the docket text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.
  - f. Click Next.
  - g. The disclaimer screen "Please enter the amount of fees requested for in this application. Do not include previously approved fees." Click Next.
- 8. The Fee Processing screen will present each party selected on the
  - i. Select the Party screen.
  - b. A Party and/or a Filer check box may appear for each party.
    - i. Check the Filer box for the filer of the application.
    - ii. If the party is not currently a party to the case, the Party check box appears below the Professional Type list. If you check this Party box, the name will appear on the Party pick list for this case in future processing.
  - c. NOTE: The professional fee record will be created regardless if the applicant is a permanent party on the case.
  - d. The Professional Type must be selected to record the applicant's role in the case.
  - e. Enter a date for services performed, if appropriate.
  - f. Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not enter \$ or commas.
    - i. NOTE: If no entries are made in the Fee request \$ and Expense request \$ blocks, an informational message for each block will appear. Input "0.00" in this instance for reflection in the text.
  - g. If the same party is the filer and the applicant there will only be one party record. The Filer designation should be checked.
  - h. When the Fee Processing screen is complete, click Next.
- 9. The Modify the Docket Text screen displays edit if necessary.
  - a. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - b. Click Next to continue.
- 10. The Final Text screen displays.

- a. NOTE: This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
11. The Notice of Electronic Filing is produced and displayed.
- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.