Application For Compensation for Attorney/Trustee on their own behalf

CW/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case.

This lesson shows how to process applications filed

- by trustees for their own fees and expenses,
- by attorneys for their own fees and expenses.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1.)



Figure 1

STEP 2 Click the <u>Motions/Applications</u> hyperlink on the BANKRUPTCY EVENTS screen. (See Figure 2.)

SECF	Bankruptcy	•	Adversary	٠	Query	٠	Reports	٠	Utilities	•	Logout	- 🔧
Bankruptcy Events												
Answer/Response Appeal Batch Filings Claim Actions Multi-Case Docketin Notices Open EK Case Other Plan												
<u>Trustee/US Trustee</u> <u>Trustee's 341 Filings</u> <u>File Claims</u> <u>Creditor Maintenance</u>												

Figure 2

STEP 3 The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Continue]**. Otherwise, enter the correct case number in YY-NNNN format and click **[Continue]**. (See Figure 3.)

BECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	2
File a Motion												
Case Number												
05-40091	99-12345, 1:99	-bk-12	2345 or 1-99-bk-12	345								
Next Clear												

Figure 3

The CASE INFORMATION screen displays. Click [Continue].

STEP 4When filing a motion/application, this screen will always appear.Since we are filing an Application for Compensation in this lesson
you will answer by typing "y" in the text box. (See Figure 4.)

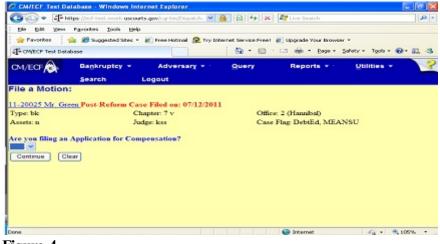
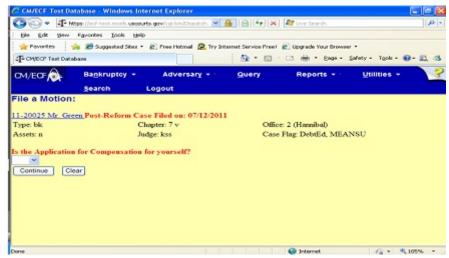


Figure 4

STEP 5 The next screen will appear and for this lesson you will answer by typing "y" in the text box. (See Figure 5.)





STEP 6Select the Compensation event from the MOTION EVENTSELECTION screen. (See Figure 6)

CM/ECF	Bankruptcy	•	<u>A</u> dversary	-	Query	<u>R</u> eports	•	<u>U</u> tilities		Sear <u>c</u> h
File a Motion:										
11-40071 Charles Tu	na Post-Reform Case	Filed on: 04	V/19/200 7							
Type: bk	Chapter	13 v	Offic	e: 4 (St. L	ouis)					
Assets: y	Judge: k	SS	Case	Flag: Deb	otEd					
	Start	typing to fin	d another event. H	lold down	Ctrl to add additi	onal items.				
Available Events (cl	ick to select events)							d Events (click t	o remove e	events)
Appear pro hac vice Appoint Creditors Com						~	Compe	insation		
Appoint Examiner	IIIIIII									
Appoint Trustee	mer Privacy Ombudsm									
Assume Lease or Exe	cutory Contract									
Authority to Obtain Cre Avoid Lien	edit Under Section 364(b)								
Avoid Lien on Househ										
Bar From Filing for 18 Borrow/Incur Debt) days									
Cancel Meeting of Cre										
Certification to Court of Chapter 11 First Day N										
Compel	NOLON .					~				
Continue Clear	1									

Figure 6

- **NOTE**: To find the application or motion you need fast, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want.
 - Click [Continue].

The **HEARING INFORMATION** screen appears. Complete hearing information only if motion is submitted as combined motion and notice - otherwise click continue.

The **JOINT FILING** screen displays. This is only used if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen. Click **[Continue]**.

STEP 7 The PDF DOCUMENT SELECTION screen will then display. (See Figure 7a.)

G → 4 ⁵ M	tps://edi-test.moeb.uscou	rts.gov/co-bin/Dispatch. 💌	8 9 4 ×	ar Uve Search	P
Ble Edit View	Favorites Look Help				
A Pavorites	👍 🏾 🖉 Suggested Sites 🔹	Pres Hotmal 🚇 Try In	ternet Service Free!	C Upgrade Your Browser	
To CAVEOF Test Data	base		i 🙆 • 🖾 ·	🖂 🖶 • 8000 • 5	afety - Tgols - 😧 - 🚉 🤤
CM/ECF	Bankruptcy 👻	Adversary +	Query	Reports + 1	Utilities -
	Search	Logout			
File a Motion					
ne a monori					
11-40048 Ralph T	McKinney and Jane	t McKinney Post-Refor	m Case Filed on	:: 07/11/2011	
Type: bk	C	hapter: 13 v	Office	: 4 (St. Louis)	
Assets: y	Ju	idge: kss	Case	Flag: PinDue, DebtEd	1
Filename					
rnename		Browse			
Artachmonte to D	ocument: No				
teracuments to D	ocument: © 140 C	/ 10			
Continue Cla	ar				
lone				internet	······································

- Click [Browse], then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b.)

ile a Motion: 5-40091 Walter J. Dan	iels					
	File Upload					? 🔀
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tachments to Documen	Desktop		df		Cha Cha Cha	tificate of Service p 11 Plan.PDF pter 11 Disclosur pter 11 Petition. pter 13 Certifical
	My Documents	Amended Amended			Cha Chu Civi	pter 13 Certifical pter 13 Voluntar ck test.PDF Cover Sheet DC
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		File <u>n</u> ame:	Open with Acrobat 7.0 Print		~	<u>Open</u>
	My Network	Files of type:	🐀 Combine in Adobe Acrobat		~	Cancel
U			Scan for Viruses			
			NetWare Copy			
			Open Wit <u>h</u> Corel ⊻ersions I Add to Zip I Add to Application for Comper	* *		

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. **(See Figure 7c.)**

File Upload			<u>?</u> ×
Look in:	DF Files		
History Desktop My Documents My Computer	20largest.pdf Afridavit.pdf Amended Schedules.pdf ANSWER.pdf Application - Filing Fees.pdf Application to Employ.pdf Application.pdf apptsr.PDF BNC Order of Dischg.pdf File name: Application for Complexity Files of type: All Files (*.*)	BNC_341Ntc.pdf CertSvc.PDF Clainform.pdf Complaint.pdf Copy of Application to Employ.pdf Copy of Martin.pdf CAEDDISK.PDF Daniels_Dale_VPCh7.pdf Declaration.pdf Document.PDF Exhibit A - Vol Petition.pdf	Exhibit.pc HearingNt Inventory Jointmotio List of All Martin.pd Memo in s Motion Mu Motion to Motion to Dpen Cancel

Figure 7c

The PDF DOCUMENT SELECTION screen will then show the pathway to the PDF file. (See Figure 7d.)

<u>File Edit View Favorit</u>	tes <u>T</u> ools <u>H</u> elp	* 👻	Convert 👻 🔂 Sel	ect							
👍 Favorites 🛛 🏠 🏉 Sur	ggested Sites 🔹 🙋 Fr	ree Hotmail 🙋 Web Slice G	Gallery 🔻								
J ⊂ CM/ECF Test Database					🏠 • 🔊	🗸 🖃 븛 👻 <u>P</u> age	• • <u>S</u> afety • T <u>o</u> ols • 😧				
	a <u>n</u> kruptcy -	Adversary 👻	Query	Reports -	Utilities 🔻	Search	Logout				
ile a Motion:											
1-40034 Christopher I	D1 X f- NT+ 4 T	Post Table Datase Based	Deferre Core F	a.d 04/20/2011							
Type: bk		ter: 11 v		(St. Louis)							
Assets: y	Judge			Case Flag: PlnDue, DsclsDue							
ilename?											
Filename F:\TRAINMotion for Reli	ief from Stay & Ac	Browse									
	-										
F:\TRAIN\Motion for Reli	-										
F:\TRAIN\Motion for Reli	-										

Figure 7d

• Click [Continue].

The **CERTIFICATE OF SERVICE** screen appears. Answer the question "Is a Certificate of Service a part of the pdf attachment(s)?" and click **[Continue]**.

- The CASE INFORMATION screen appears.
- Click [Continue].
- **STEP 8** The **FEE PROCESSING** screen appears with attorney/trustee filers name as Applicant. (See Figure 8.)

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

; • • •	-							; 	
CM/ECF	nkruptcy	• <u>A</u> dver	rsary -	<u>Q</u> uery	<u>R</u> eports	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
File a Motion:									
11-40071 Charles Tuna Post	-Reform Case H	iled on: 04/19/2007							
Type: bk	Chapter: 1	3 v	Office: 4 (St. Lo	uis)					
Assets: y	Judge: kss		Case Flag: Debtl	Ed					
		✓ Filer							Type v
	From Fee request S							Expense r	To and a construction of the construction of t
Please Check the Filer Box Continue Clear									
D'									

Figure 8

- The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Professional Fees Awarded report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee.
- Enter the date or date range for services performed.
- Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

STEP 9 The MODIFY TEXT screen will allow you to select pretext to the docket text. (See Figure 9)

ãECF	Bankruptcy	Adversary		Query		Reports		Utilities
File a Motion: 05-40091 Walter J. Daniels								
Docket Text: Modify as Appropriate.		's Attorney, Period:	10/18/20	005 to 1/10/	2006, F	'ee: \$500.00, Er	xpenses:	\$ <u>12.25</u> .

Figure 9

• Select [Continue].

STEP 10 The FINAL DOCKET TEXT SCREEN is then presented. (See Figure 10)

5 ECF	Bankruptcy		Adversary		Query		Reports		Utilities
File a Motion: 05-40091 Walter J. Daniels									
Docket Text: Final Text Application for Compensation for / SERVICE DATE: 1/4/2006 Filed by	Attorney Amy Klau	s (Klaus, i	Amy)						2.25.
Attention!! Submitting this screen comm [Continue] Clear Figure 10	its this transaction. Ye	ou will have	e no further opportu	nity to m	odify this s	ubmissi	on if you contir	uue.	

- Verify the final docket text. Read the Attention!! message and proceed.
- If correct, click [Continue].
- If the final docket text is incorrect:
 - Click your browser's Back button to the FEE
 PROCESSING screen and change the figures there.
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 11 The NOTICE OF ELECTRONIC FILING is then generated and displayed. (See Figure 11.)

SECF	Bankruptcy	٠	Adversary	•	Query	•	Reports	•	Utilities	٠	Logout	- 🌮
File a Motion:												
05-40091 Walter J. Daniels												
			U.S. B	ankruptey	Court							
			Eastern Dist	rict of Mi	ssouri (Tra	ain)						
Notice of Electronic Filing												
The following transaction was received from K	laus, Amy entered on	1/9/2006 a	t 10:53 AM CST and	i filed on 1	/9/2006							
Case Name: Walter J. Daniels												
Case Number: <u>05-40091</u>												
Document Number: 2												
Docket Text:												
Application for Compensation for Amy Klaus,	Debtor's Attorney, Pe	eriod: 10/18	//2005 to 1/10/2006,	Fee: \$500	0.00, Expen	ses: \$12	25. SERVICE	DATE: 1/	4/2006 Filed 1	by Atton	ney Amy Klaus (.	Klaus, Amy)
The following document(s) are associated with	this transaction:											
Document description:Main Document												
Original filename:FATRAINApplication for	Compensation.pdf											
Electronic document Stamp:												
[STAMP bkecfStamp_ID=1031339175 [Dab 882f72fbce075a534529f279845a5b07abc80i												
8821/210000/3033432312/36430300/000801 7195e7364b6f5e2a061edd3c1a981f8710f06			105783									
15567501001562400104361450165110100	41907110000147001	0711]]										
05-40091 Notice will be electronically mail	ed to:											
pfieatty beth_pfister@ca8.uscourts.gov												
05-40091 Notice will not be electronically r	mailed to:											
Figure 11												

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present a **PACER** login screen.
- Clicking on the document number hyperlink will present a PACER login screen.
- To print a copy of this notice click the browser [**Print**] icon.
- It is highly recommended that you save a copy of this notification for your records. Click on the browser File/Save option.