Application For Compensation
by Attorney/Trustee for other Professionals

CM/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. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*.

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

Figure 1

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

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-NNNNN format and click **[Continue]**.   **(See Figure 3.)**

Figure 3

The **CASE INFORMATION** screen displays. Click **[Continue].**

STEP 4   When 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.)**
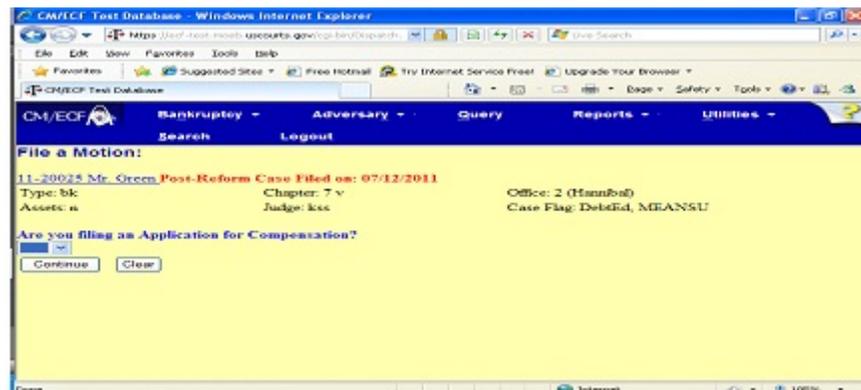

Figure 4

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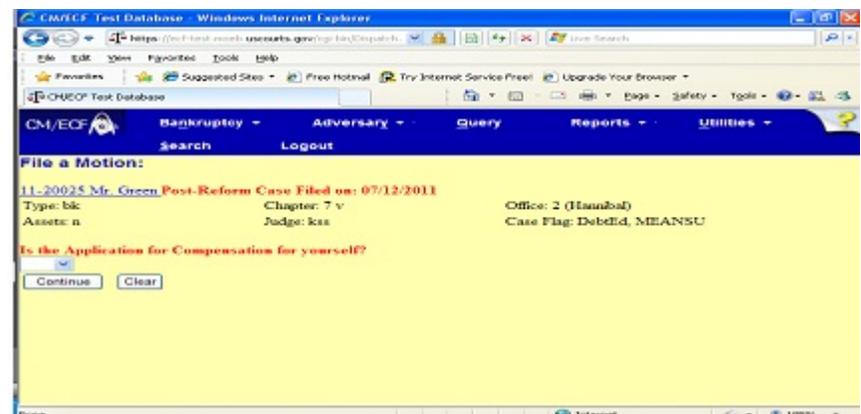

Figure 5

STEP 6   Select the Compensation event from the **MOTION EVENT SELECTION** screen. **(See Figure 6.)**

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 **PARTY SELECTION** screen will be presented listing all the current participants on this case. **(See Figure 7.)**

Figure 7

NOTE: Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

◆   If you are the attorney filing for compensation **for another professional**, select that party.

◆   If you are the trustee filing for compensation **for other professionals**, select your name as well as the party or parties.

◆   If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.

NOTE: In our exercise we have added Joseph Oswalt as a professional on the Party Pick List solely for the purpose of recording the request for fees and expenses. The professional has not, as yet, been made a party in the case. **(See Figure 7)**.

◆   Select **[Continue]**.

STEP 8　　　　The **PDF DOCUMENT SELECTION** screen will then display. **(See Figure 8a.)**
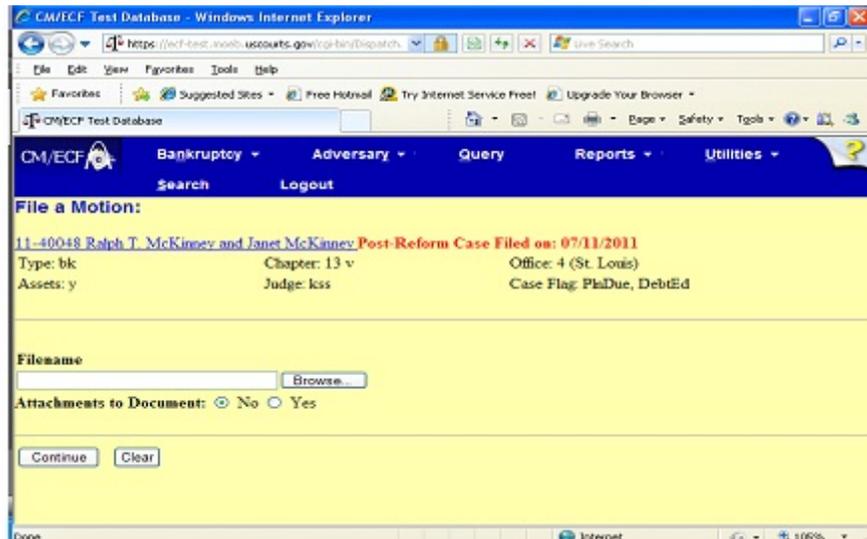

Figure 8a

◆　　　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 8b.)**
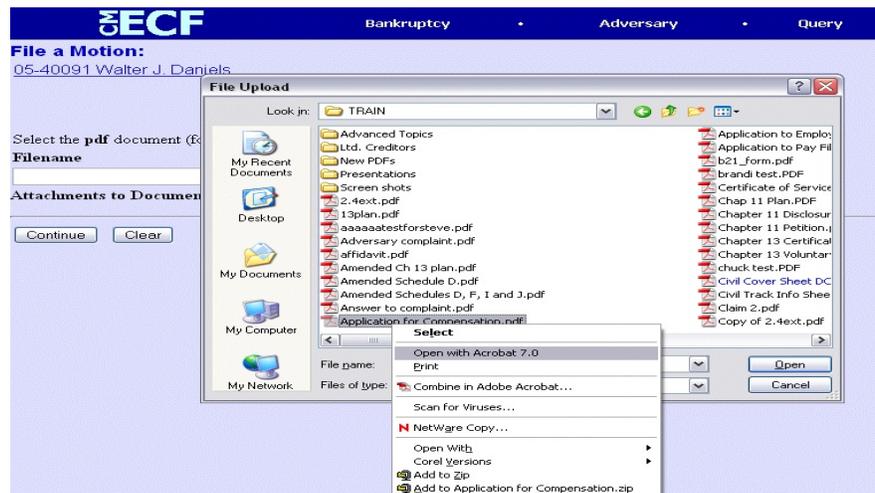

Figure 8b

- 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 8c.)**
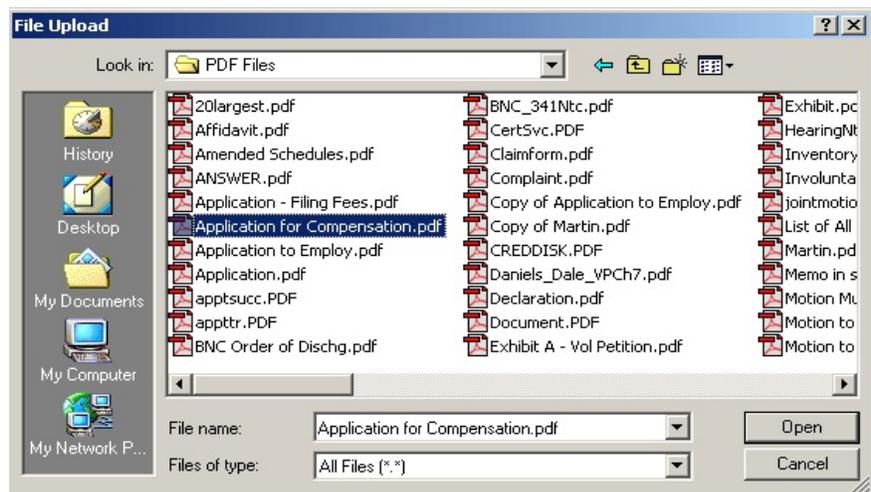

Figure 8c

◆   The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. **(See Figure 8d.)**

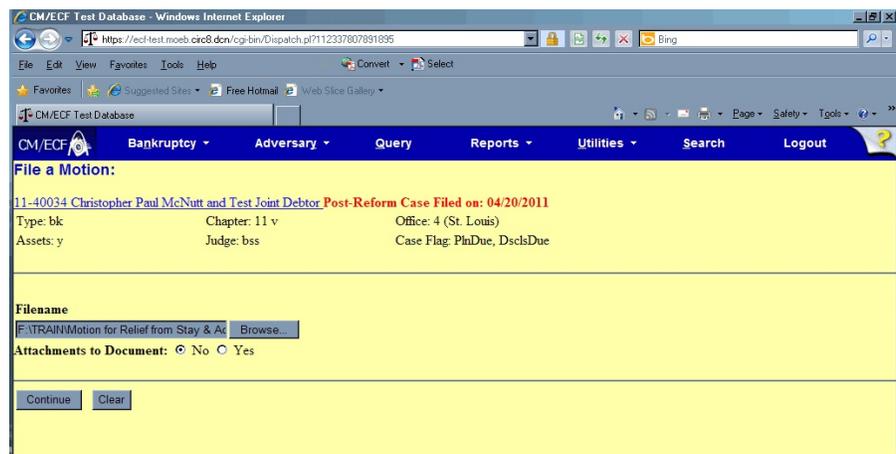
Figure 8d

◆   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 9   The **FEE PROCESSING** screen appears with each party selected from the previous party pick list screen. **(See Figure 9.)**

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

Figure 9

◆   Two check boxes may appear for each party.

•   The Filer check box will appear below each party name. Select the filer of the application.

•   If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

NOTE: The professional fee record will be created regardless if the applicant is a formal party on the case.

◆   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's Attorney.

◆   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.

Click **[Continue].**.

STEP 10   The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. **(See Figure 10)**
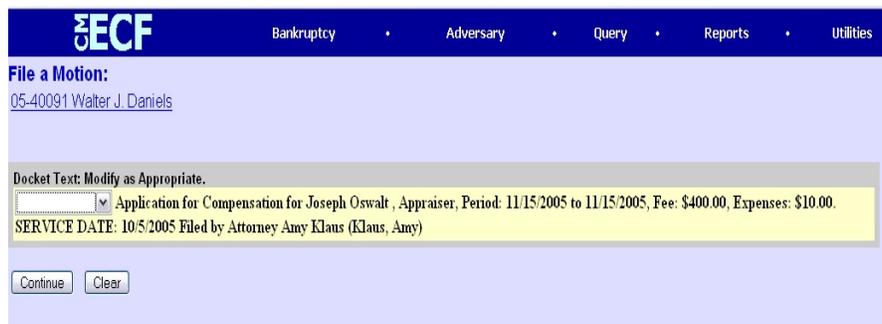

File a Motion:
05-40091 Walter J. Daniels

Docket Text: Modify as Appropriate.
[____▾] Application for Compensation for Joseph Oswalt , Appraiser, Period: 11/15/2005 to 11/15/2005, Fee: $400.00, Expenses: $10.00. SERVICE DATE: 10/5/2005 Filed by Attorney Amy Klaus (Klaus, Amy)

[Continue] [Clear]

Figure 10

◆   Select **[Continue]**.

STEP 11   The **FINAL DOCKET TEXT SCREEN** is then presented. **(See Figure 11.)**

File a Motion:
05-40091 Walter J. Daniels

Docket Text: Final Text
Application for Compensation for Joseph Oswalt, Appraiser, Period: 11/15/2005 to 11/15/2005, Fee: $400.00, Expenses: $10.00. SERVICE DATE: 10/5/2005 Filed by Attorney Amy Klaus (Klaus, Amy)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
[Continue] [Clear]

Figure 11

◆   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 12   The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. **(See Figure 12.)**

Figure 12

◆   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.