

Application To Employ For Attorneys

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 trustee. The same process can be applied to filing other motions or application.

- STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by court.



Figure 2

- ◆ Click the [Motions/Applications](#) hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)



Figure 3

- ◆ Enter the case number in YY-NNNNN format.
- ◆ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4.)

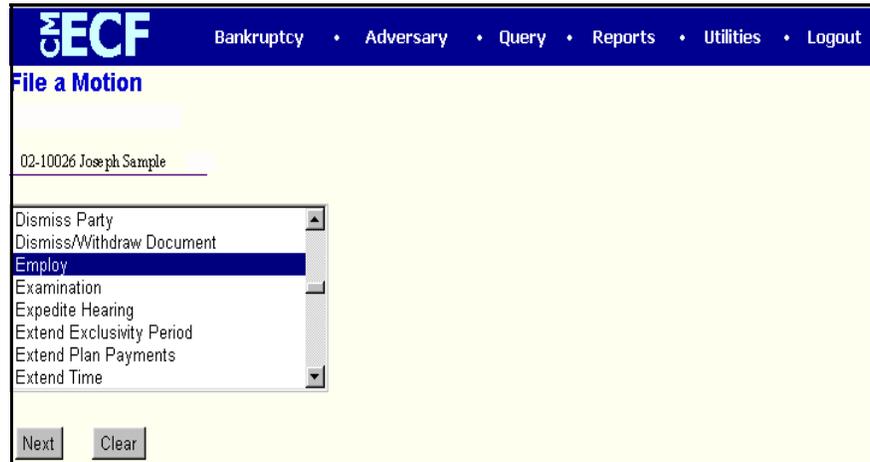


Figure 4

- ◆ Scroll the **File a Motion** box to select the **Employ** relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for **Employ**) and the highlight bar will immediately select the first event beginning with *E*.

- ◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display. (See Figure 5.)

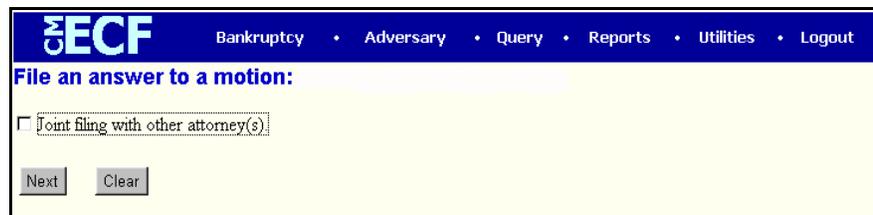


Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys

presently on the case will be presented for selection.

- ◆ Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

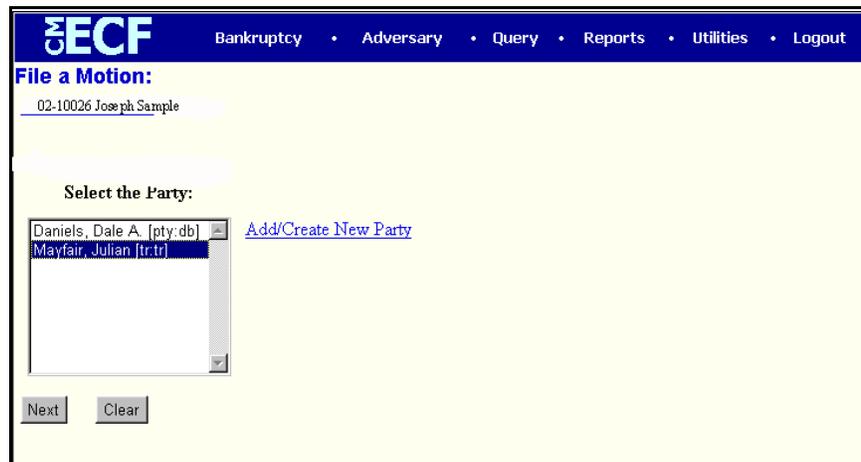


Figure 6

- ◆ Locate and select the trustee in the **Party Selection** window. Click **[Next]** to continue.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)



Figure 7

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - 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 7a.)

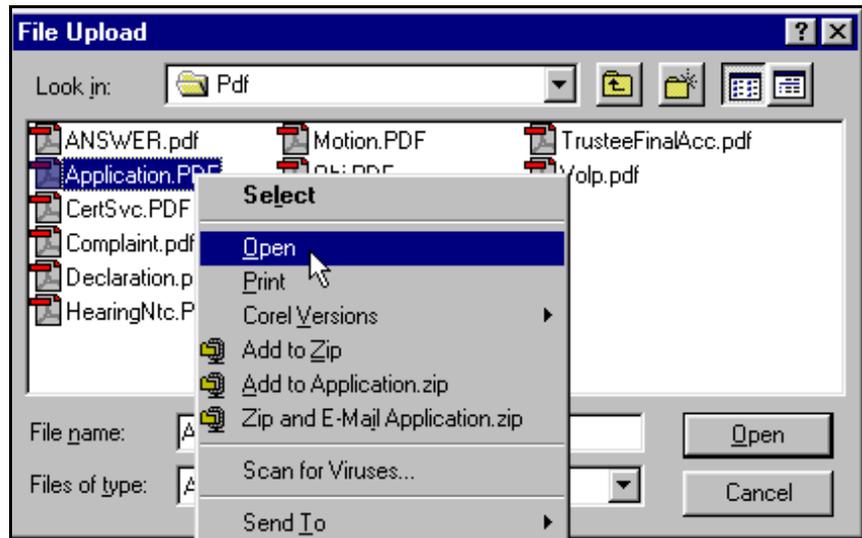


Figure 7a

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

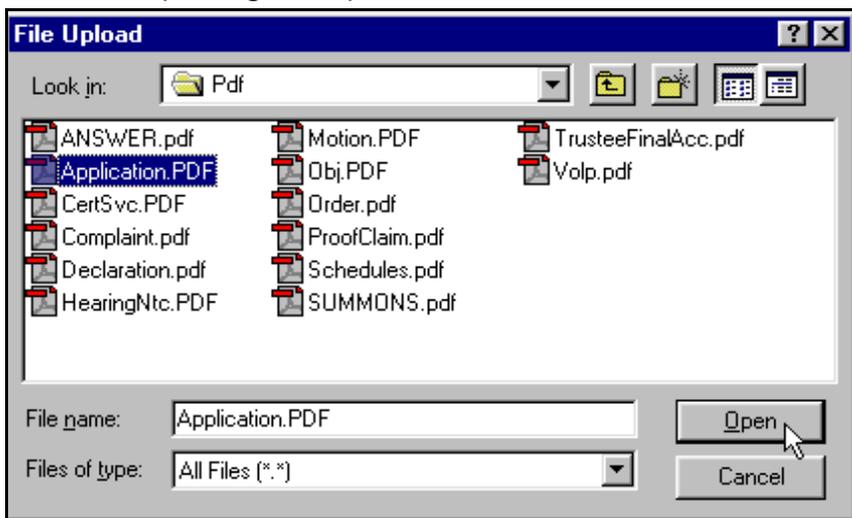


Figure 7b

- STEP 8** A DOCUMENT INFORMATION screen displays next. The information typed in the windows displayed will appear in docket text. Example: Name of Person to be Employed and Type of Position - ie: Debtors Attorney. (See Figure 8.)

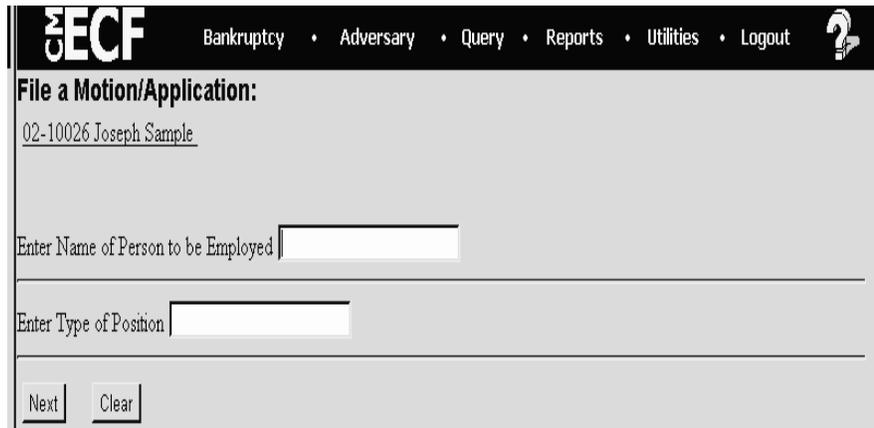


Figure 8

- STEP 9** The FINAL APPROVAL screen will appear: (See Figure 9.)

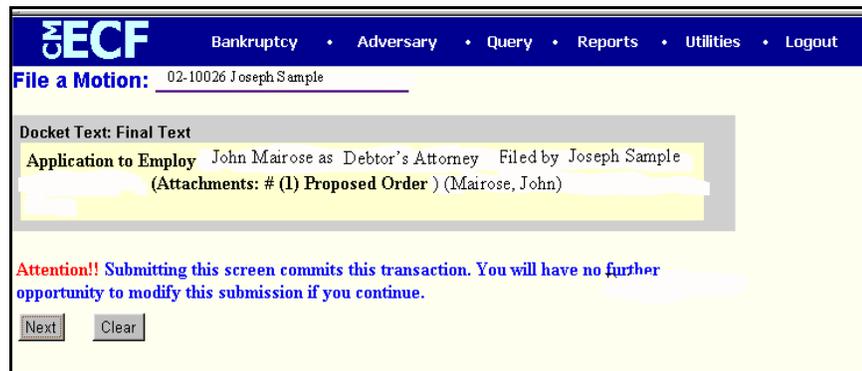


Figure 9

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 10.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion: [02-10026 Joseph Sample](#)

Notice of Electronic Filing

The following transaction was received From Mairose, John on 9/16/2002 at 9:59 AM CDT

Case Name: Joseph Sample
Case Number: [02-10026](#)
Document Number: [1](#)

Docket Text:
Application to Employ Attorney John H. Mairose as Debtor's Attorney filed by Joseph Sample (Attachments: # (1) Proposed Order)

The following document(s) are associated with this transaction:

Original filename: R:\TRAINING\ECF\PDFfiles\aplc_empl.PDF
Electronic document Stamp:
KeyFile is not available for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,
Ramona Haynes racehorsehaynes@email.msn.com,
Bruce Williams bwillx@email.msn.com,

00-10122 Notice will not be electronically mailed to:

Cornelius Appleby
Appleby, Crowne, Harris and Quirk
611 E. 21st Street

Hardy Hansen
Hansen & Hansen
1234 Main St
San Antonio, TX 78209

Perry Mason
Mason & Associates
217 Woodlawn
Houston, TX 77229

Glenn D. West
West, Johnson, Smith and Jones
112 E. Chanook Street
Suite 200
Boise, ID 85330

Figure 10

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the application just filed.