

## Application For Compensation *For Attorneys*

CM/ECF records professional fee and expense requests filed by 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*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed

- by attorneys for other professionals,
- by attorneys for their own fees and expenses.

**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**

◆ Click the **Motions/Applications** hyperlink.

**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

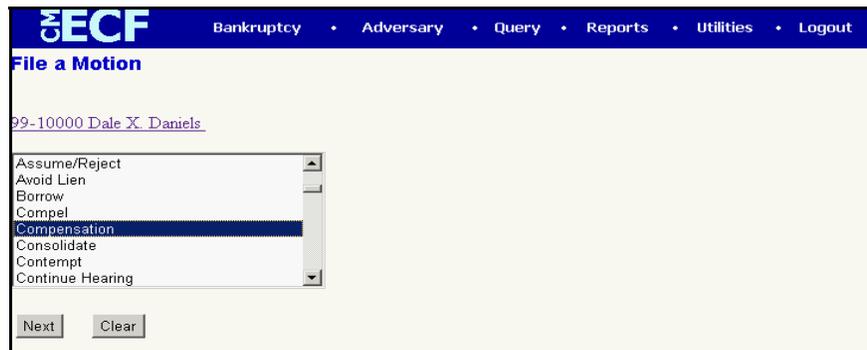
clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See Figure 3.)



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion'. A 'Case Number' label is positioned above a text input field containing '99-10000'. A tooltip is displayed over the input field, showing the format '99-12345, 199-bk-12345 or 1-99-bk-12345'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ Enter the case number in YY-NNNNN format and click **[Next]**.
- STEP 4** Select the Compensation event from the **EVENT SELECTION** screen. (See Figure 4.)



The screenshot shows the ECF 'File a Motion' interface with the 'EVENT SELECTION' dropdown menu open. The menu lists several options: 'Assume/Reject', 'Avoid Lien', 'Borrow', 'Compel', 'Compensation', 'Consolidate', 'Contempt', and 'Continue Hearing'. The 'Compensation' option is currently selected and highlighted. The 'Next' and 'Clear' buttons are visible at the bottom of the form.

Figure 4

**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 **[Next]**.

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



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "99-10000 Dale X. Daniels". A checkbox labeled "Joint filing with other attorney(s)." is present and unchecked. At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 5**

- ◆ This screen is used only 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 **[Next]**.

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

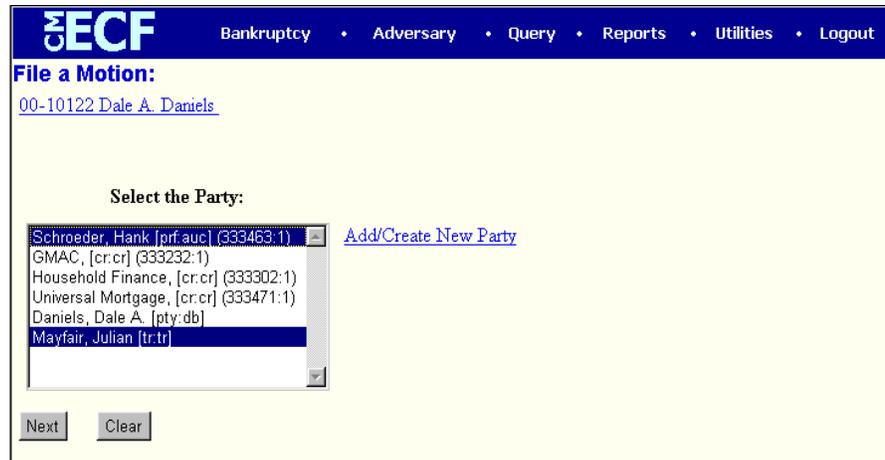


The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "99-10000 Dale X. Daniels". A section titled "Select the Party:" contains a dropdown menu with the following options: "Daniels, Dale X. [pty.db]", "Household Finance [cr.cr]", "Mayfair, Julian [tr.tr]", "Schroeder, Hank [prf.auc]", and "Universal Mortgage [cr.cr]". To the right of the dropdown menu is a link labeled "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 6**

**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.

**STEP 7** The **PARTY SELECTION** screen will then *temporarily* list all professionals required for this pleading. (See Figure 7).

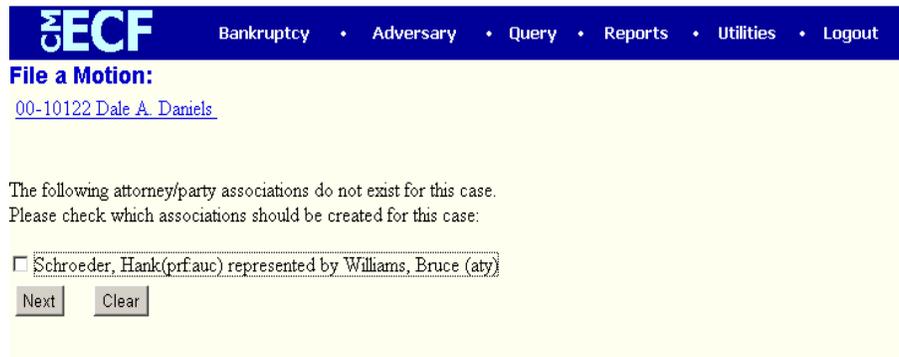


The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "File a Motion:" with a link for "00-10122 Dale A. Daniels". The main content area is titled "Select the Party:" and features a dropdown menu with the following options: Schroeder, Hank [prf:auc] (333463:1), GMAC, [cr:cr] (333232:1), Household Finance, [cr:cr] (333302:1), Universal Mortgage, [cr:cr] (333471:1), Daniels, Dale A. [pty:db], and Mayfair, Julian [tr:tr]. To the right of the dropdown is a link labeled "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 7

- ◆ If you are the attorney filing for compensation on your own behalf, select the party you represent.
- ◆ If you are the attorney filing for compensation for another professional, select that party.
- ◆ 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.
- ◆ Select **[Next]**.

- STEP 8** The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney does not represent the professional, do not check the box. (See Figure 8.)



The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "00-10122 Dale A. Daniels". The main content area contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Schroeder, Hank(prfauc) represented by Williams, Bruce (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

- ◆ Click **[Next]**.

- STEP 9** The **PDF DOCUMENT SELECTION** screen will then display. (See Figure 9.)



The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "99-10000 Dale X. Daniels". The main content area contains the text: "Select the pdf document (for example: CM199cv501-21.pdf)". Below this text is a "Filename" label followed by a text input field and a "Browse..." button. Below the input field is the text "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9

- ◆ 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 9a.)

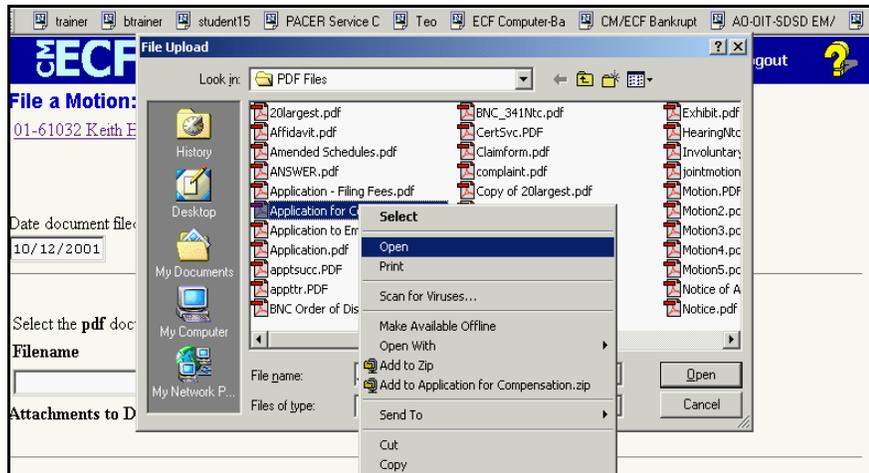


Figure 9a

- ◆ 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 9b.)



Figure 9b

- ◆ The PDF DOCUMENT SELECTION screen will then show the pathway to the PDF file. (See Figure 9c.)

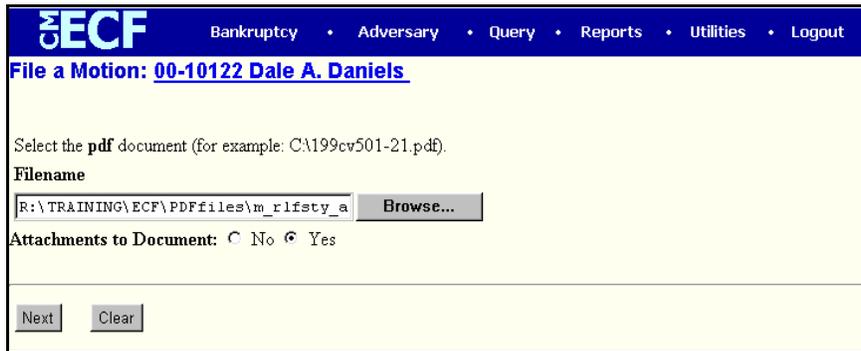


Figure 9c

- ◆ Click the **Yes** radio button at the right of the **Attachments to Document** prompt to display the **ATTACHMENT** screen to attach the notice, certificate of service and a proposed order to the application. (See Figure 9d.)

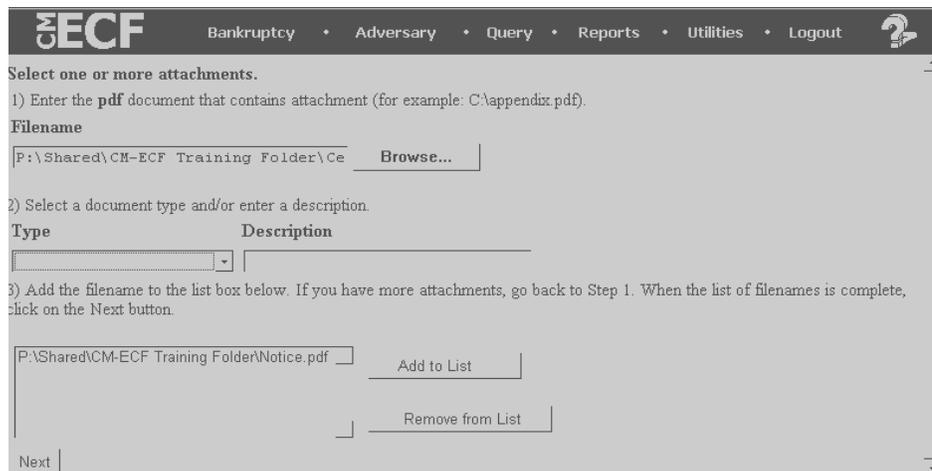


Figure 9d

- ◆ There are three steps to the attachment process:
- ◆ 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 and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window.
- ◆ Select **Notice, Certificate of Service, or Proposed Order** as the attachment name from the **Type** drop down list or you may enter a description in the **Description Box**. This description appears in docket text.
- ◆ You must click **[Add to List]**. The path and file name are added to the **List** box. (See Figure 9d.) It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen.
- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.
- ◆ Click **[Next]**.

**STEP 10** The **FEE PROCESSING** screen will include you and each party selected from the previous party pick list screen. (See Figure 10.)

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

The screenshot shows the CM/ECF Fee Processing screen. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is divided into two sections, one for each applicant.

Applicant	Type	Filer	From	To	Fee request \$	Expense request \$
Julian Mayfair	Trustee Chapter 7	<input checked="" type="checkbox"/>				
Hank Schroeder	Auctioneer	<input type="checkbox"/>	11/2/2000	11/4/2000	600	145

At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure 10**

- ◆ 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.

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

- *In this example, since the trustee, Julian Mayfair, is already a party on the case, a Party check box is not presented. However, the Filer check box will allow us to designate him as the filer of this application. (Figure 10)*

- ◆ 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 Awarded Professional Fees report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.
- ◆ **Do Not** 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. If there are no amounts i.e. expenses always add zeros in the field.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional (See Figure 10)	1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record 2) Select professional type, check PARTY box only, fee and expense information for professional for which compensation is requested
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm (See Figure 10b)	1) Record professional type, fee and expense information ONLY for attorney or law firm 2) Leave debtor(s) record(s) blank

◆ application for compensation would look like **Figure 10b.**

◆ **The FEE PROCESSING screen for the debtor's attorney**

**CM/ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Motion:**  
[00-10122 Dale A. Daniels](#)

Applicant Bruce Williams Type Debtor's Attorney  
 Filer  
 From 11/22/2000 To 3/21/2001  
 Fee request \$ 829 Expense request \$ 19

Applicant Dale A. Daniels Type Accountant  
 Filer  
 From To  
 Fee request \$ Expense request \$

**Figure 10b**

◆ Click **[Next]** to continue.

Response Due Date: [ ] Calendar

Order Due: [ ] Calendar

[Next] [Clear]

**Figure 11**

**STEP 11** The Response Due Date and the Order Due deadlines screen. (See Figure 11.)

- ◆ Enter the date of the last day to object, which is in your notice, in the Response Due Date box .
- ◆ Enter the date for the Order Due, which is **7 days** from the last day to object date.

Revised: 10/01/2002

◆ Click [Next] to continue.

**STEP 12**  
The **MODIFY TEXT** screen will allow you to select pretext (See Figure 12.)

Figure 12

◆ elect [Next].

**STEP 13**  
The **FINAL DOCKET TEXT SCREEN** is then presented.

ee Figure 13.)

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Figure 13

◆ Verify the final docket text. Read the warning message and proceed.

- ◆ If correct, click **[Next]**.
- ◆ 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 14** The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 14.)

◆

**File a Motion:**  
[00-10122 Dale A. Daniels](#)

Notice of Electronic Filing

The following transaction was received from Mayfair, Julian on 1/4/2002 at 1:18 PM CST

**Case Name:** Dale A. Daniels  
**Case Number:** [00-10122](#)  
**Document Number:** [7](#)

**Docket Text:**  
Interim Application for Compensation for Hank Schroeder, Auctioneer, Period: 11/2/2000 to 11/4/2000, Fee: \$600, Expenses: \$145. Filed by Julian Mayfair. (Mayfair, Julian)

**Figure 14**

- ◆ 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. One free look at the document is afforded each e-mail participant.
- ◆ It is highly recommended that you save a copy of this notification for your records. To print a copy of this notice click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.