

Application For Compensation *For Attorneys and Trustees*

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

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

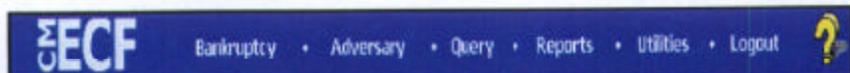


Figure 1

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.)

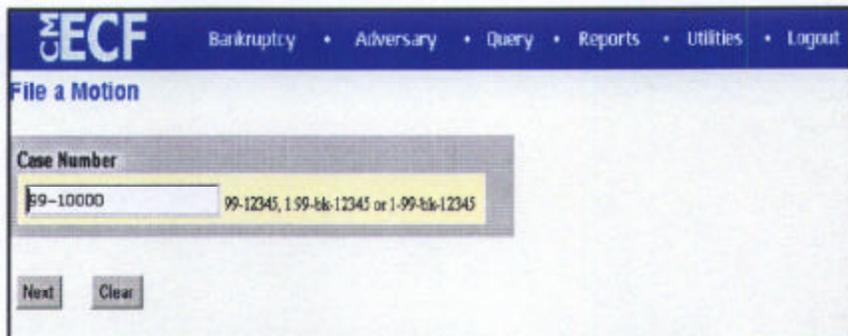
The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the title 'File a Motion' is displayed. The main area contains a 'Case Number' field with a text input box containing '99-10000'. To the right of the input box, there is a hint: '99-12345, 1-99-12345 or 1-99-12345'. Below the input box 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.)

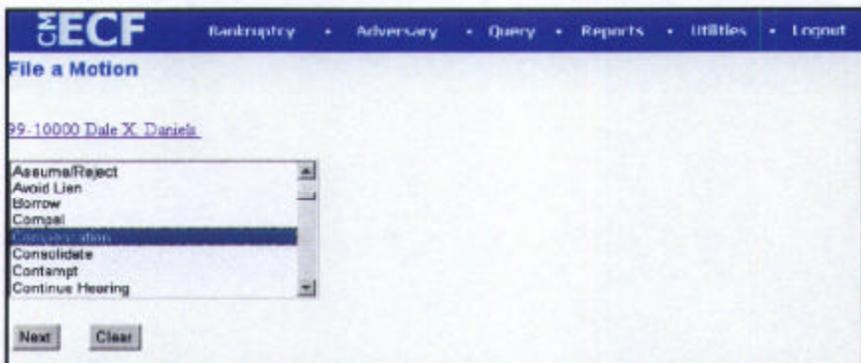
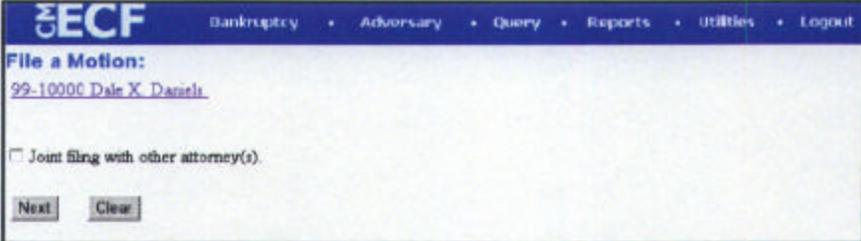
The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the title 'File a Motion' is displayed. The main area shows the case number '99-10000 Dale X Daniels'. Below the case number is a dropdown menu for 'Event Selection'. The menu is open, showing a list of events: 'Assume/Reject', 'Avoid Lien', 'Borrow', 'Compel', 'Compensation', 'Consolidate', 'Contempt', and 'Continue Hearing'. The 'Compensation' option is highlighted. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

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 web interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, 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 area, there 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 web interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, 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 [pr.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 area, there 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).

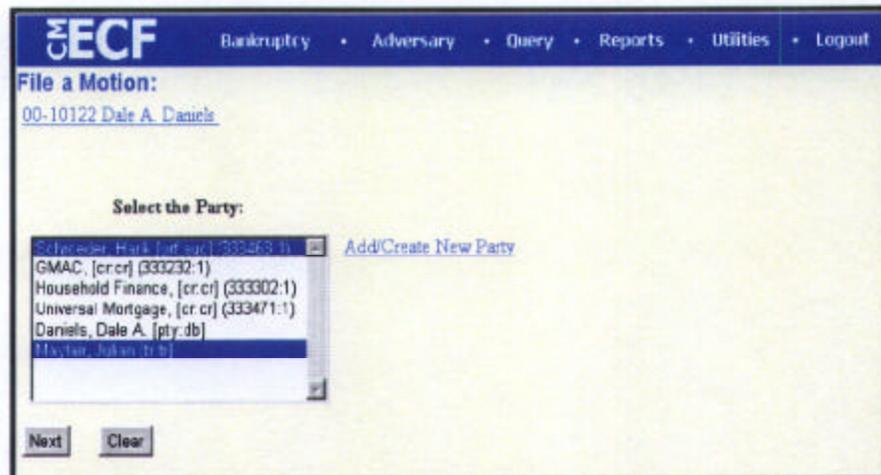
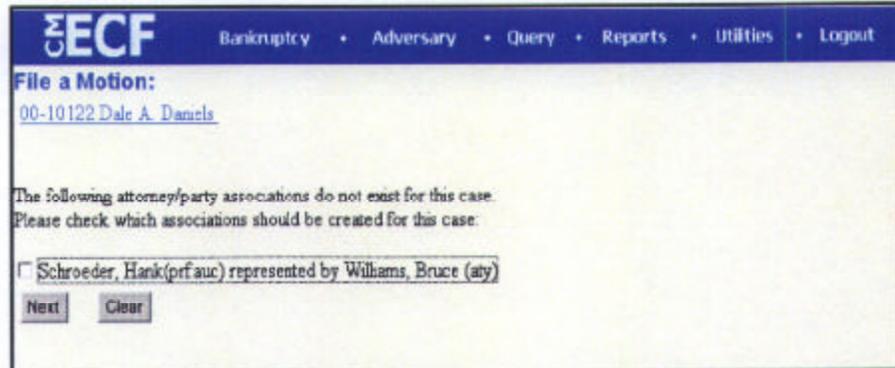
The screenshot shows a web browser window with the ECF logo in the top left. The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "File a Motion:" and shows a case number "00-10122 Dale A. Daniels". Below this, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing a list of parties: "Schleicher, Hank [cr.cj] (33246:1)", "GMAC, [cr.cj] (333232:1)", "Household Finance, [cr.cj] (333302:1)", "Universal Mortgage, [cr.cj] (333471:1)", "Daniels, Dale A. [pty.db]", and "Meyer, John [cr.cj]". To the right of the dropdown is a hyperlink "Add/Create New Party". At the bottom of the form are "Next" and "Clear" buttons.

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 you are the trustee filing for compensation on your own behalf, select your name.
- ◆ 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.
- ◆ 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/trustee does not represent the professional, do not check the box. (See Figure 8.)



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

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

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Schroeder, Hank(prf auc) represented by Williams, Bruce (aty)

Figure 8

- ◆ Click [Next].

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

Figure 9a

- ◆ 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 9b.)

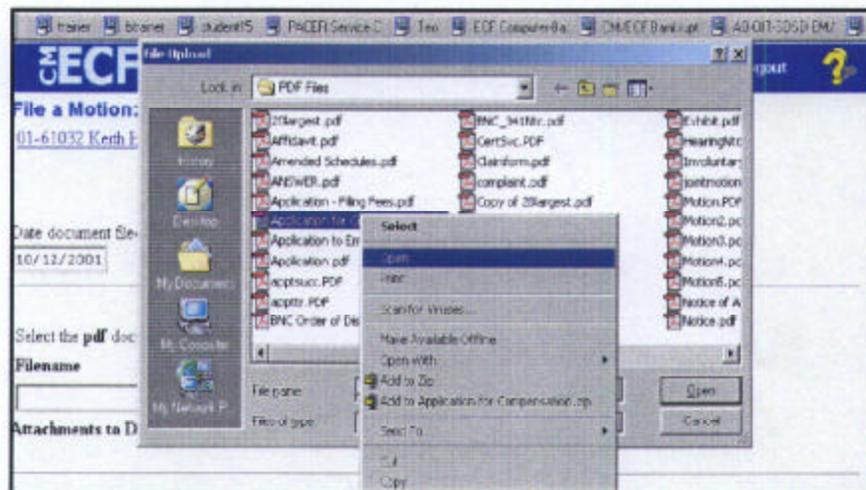


Figure 9b

- 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 9c.)



Figure 9c

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

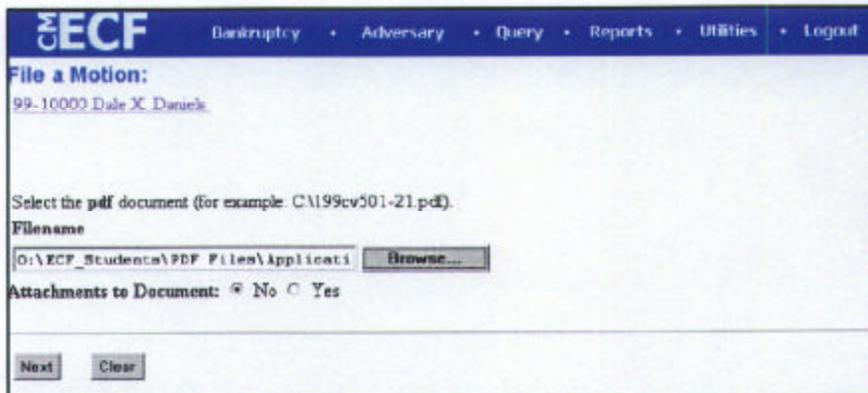


Figure 9d

- ◆ Click [Next].

STEP 10 The **FEE PROCESSING** screen in Figure 10a will present yourself and each party selected from the previous party pick list screen.

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

The screenshot shows the ECF FEE PROCESSING screen with the following details:

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

Buttons: Next, Clear

Figure 10a

- ◆ 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.

- *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 10a)*

- ◆ 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.
- ◆ 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.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional (See Figure 10a)	<ol style="list-style-type: none"> 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, record date(s), 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)	<ol style="list-style-type: none"> 1) Record professional type, date, fee and expense information ONLY for attorney or law firm 2) Leave debtor(s) record(s) blank
Trustee filing for compensation on his/her own behalf (See Figure 10c)	<ol style="list-style-type: none"> 1) Include professional type, date, fee and expense information in one trustee record.

- ◆ The FEE PROCESSING screen for the debtor's attorney application for compensation would look like Figure 10b.

The screenshot shows the 'File a Motion' interface for case 00-10122 Dale A. Daniels. It features two applicant sections. The first section is for 'Applicant Bruce Williams', where the 'Type' is set to 'Debtor's Attorney', the 'Filer' checkbox is checked, the 'From' date is 11/22/2000, the 'To' date is 3/21/2001, the 'Fee request \$' is 929, and the 'Expense request \$' is 19. The second section is for 'Applicant Dale A. Daniels', where the 'Type' is 'Accountant', the 'Filer' checkbox is unchecked, and the 'From', 'To', 'Fee request \$', and 'Expense request \$' fields are empty.

Figure 10b

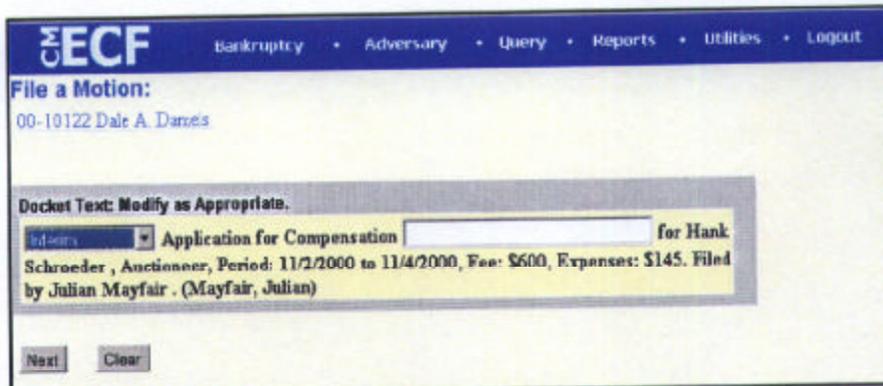
- ◆ If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked. (See Figure 10c.)

The screenshot shows the 'File a Motion' interface for case 00-10122 Dale A. Daniels. The applicant is 'Applicant Julian Mayfair', with the 'Type' set to 'Trustee Chapter 7'. The 'Filer' checkbox is checked, the 'From' date is 8/1/2000, the 'To' date is 12/29/2000, the 'Fee request \$' is 45, and the 'Expense request \$' is 10. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure 10c

- ◆ Click [Next] to continue.

- STEP 11** The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. (See Figure 11)

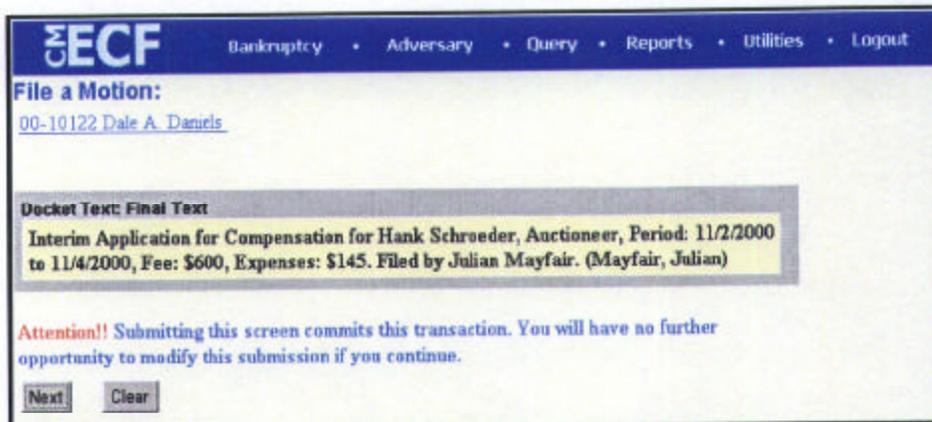


The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "00-10122 Dale A. Daniels". The main content area is titled "Docket Text: Modify as Appropriate." and contains a text input field with the following text: "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)". Below the text input field, there are two buttons: "Next" and "Clear".

Figure 11

- ◆ Select **[Next]**.

- STEP 12** The **FINAL DOCKET TEXT SCREEN** is then presented. (See Figure 12.)



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 the case number "00-10122 Dale A. Daniels". The main content area is titled "Docket Text: Final Text" and contains the following 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)". Below the text, there is a warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom, there are two buttons: "Next" and "Clear".

Figure 12

- ◆ 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.

STEP 13

- To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 13.)

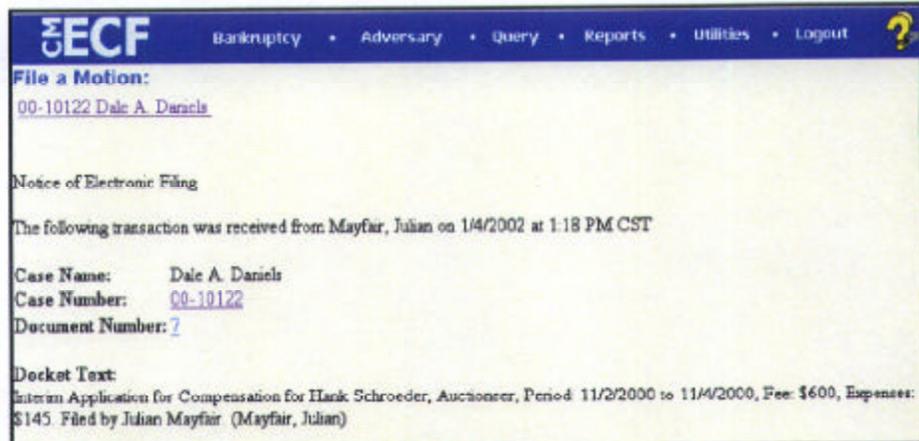


Figure 13

- ◆ 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.