

## **ELECTRONIC FILING GUIDE**

### **Fee Applications**

**Page 1 of 3**

**Revised: January 4, 2018**

#### **1. PREPARE THE REQUIRED DOCUMENTS.**

- Application for Fees (Appendix 2O);
- Support documents (if any), such as an itemization of services;
- Notice which must identify the applicant and the amounts requested and comply with Bankr. D.S.D. R. 2002-1(e) and Appendix 2G; and
- Certificate of Service evidencing:

**Service of the Application for Fees** on parties in interest not receiving electronic notice; and

**Service of the notice** on all creditors and other parties in interest not receiving electronic notice, using the most current mailing list from CM/ECF.

#### **2. ELECTRONICALLY FILING IN CM/ECF.**

Bankruptcy

Motions/Applications

Case Number

Select "Compensation" or "Compensation 1,000 or Less (Without Notice)"

Note: If compensation is \$1,000 or less, no notice is required, with service on parties in interest not receiving electronic notice, which includes the debtor(s) and any affected party, i.e., the professional receiving compensation.

#### **3. PARTY SELECTION.**

The party selection screen will display all parties currently included in the case.

- If you are an attorney filing for compensation on your own behalf, select the party you represent.
- If you are an attorney filing for compensation on behalf of another professional, select the professional's name from the list. If the professional does not appear on the list, click on "Add/Create New Party" and add the professional to the list.

#### **4. ATTORNEY/PARTY ASSOCIATION.**

The attorney/party association screen may appear. This screen includes a check box to establish the attorney/party association. If the attorney does not represent the professional, remove the check from the box.

## ELECTRONIC FILING GUIDE

### Fee Applications

Page 2 of 3

Revised: January 4, 2018

#### 5. PDF DOCUMENT.

Browse for the Application for Fees PDF.  
Attachments to Document radio button. Select "Yes."  
Attach each required document as itemized in Step 1.

#### 6. DEADLINES.

The "Objections due" and the "Order due" deadline fields appear.

Enter the last day to object exactly as it appears in your notice in the "Objections due" field.

The "Order due" field automatically populates.

#### 7. FEE PROCESSING.

A display message reads, **Check the Filer box ONLY for the party filing this application.**

The fee processing screen includes you and each party selected from the previous party pick list screen. The "Filer" check box will appear below each applicant's name. Check the "Filer" box only for the party filing this application.

**Check the Filer box ONLY for the party filing this application.**

Applicant Iwanabe N. Attorney	Type Debtor's Attorney
<input type="checkbox"/> Filer	
From	To
Fee request \$ 0.	Expense request \$ 0.
Applicant Bob Smith	Type Auctioneer
<input checked="" type="checkbox"/> Filer	<input type="checkbox"/> Party
From	To
Fee request \$ 1,500.00	Expense request \$ 57.00

Next Clear

- The role type of the professional must be selected. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.
- Leave the "From" and the "To" fields blank.

## ELECTRONIC FILING GUIDE

### Fee Applications

Page 3 of 3

Revised: January 4, 2018

- Enter the amount(s) in the "Fee request" field in dollars and cents. Do not use the \$ sign or commas.
- Enter the amount(s) in the "Expense request" field, which includes any sales tax, in dollars and cents. Do not use the \$ sign or commas.
- If there are no amounts in a field, add zeroes (0.00).

#### 8. FINAL TEXT.

The "Docket Text: Final Text" screen displays. Proof carefully! If any part of the docket text is incorrect, click the browser "back" button to return to the screen you need to correct. Then process the screens again with the respective "Next" and/or "Submit" buttons.

If the docket text is correct, click Next.

The "Notice of Electronic Filing" screen appears.

#### 9. SAMPLE DOCKET TEXT.

**Application for Compensation** for John A. Smith, Debtor's Attorney, fee: \$2388.00, expenses: \$647.16, filed by John A. Smith. Objections due by 1/8/2010. Order due by 1/11/2010. (Attachments: #1 Notice #2 Billing #3 Certificate of Service) (Smith, John A.).

**Application for Compensation \$1,000 or Less (Without Notice)** for Ann Smith, Accountant, fee: \$810.90, expenses: \$0.00, filed by Lee Ann Pierce. (Attachment: #1 Certificate of Service) (Pierce, Lee Ann).