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.

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.)**

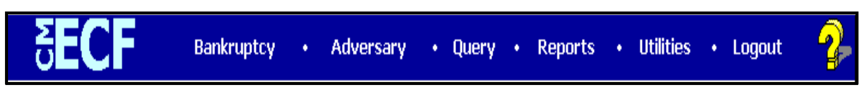

Figure 1

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

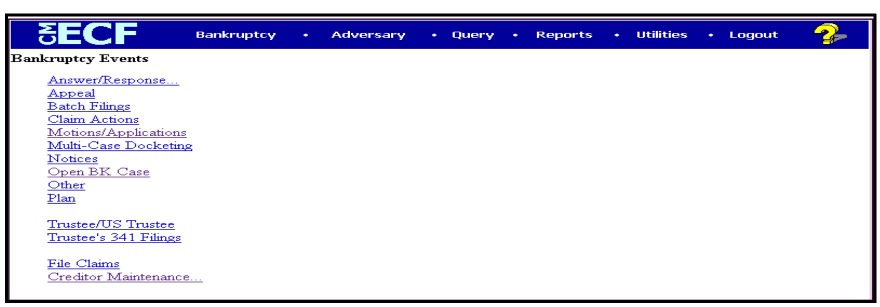

Figure 2

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

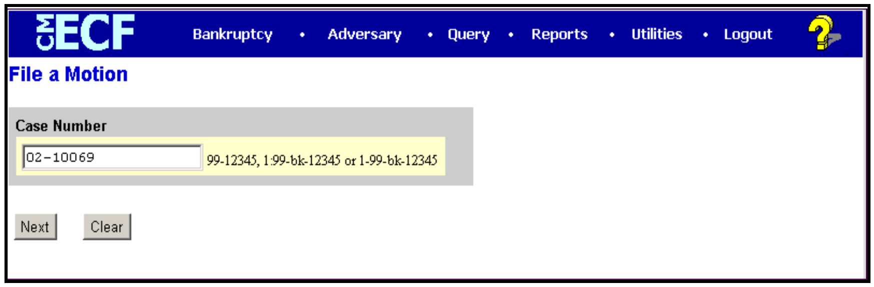

Figure 3

STEP 4 Select the Compensation event from the **MOTION EVENT SELECTION** screen. **(See Figure 4.)**

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.)**

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 current participants on this case. **(See Figure 6.)**

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.

- If you are the attorney filing for compensation **on your own behalf**, select the party(s) 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.

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

Figure 7

NOTE: In our exercise we have added Hank Schroeder 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. With Hank Schroeder highlighted, hold down the <Ctrl> key and select Julian Mayfair since the trustee is the filer in this event. **(See Figure 7)**.

- 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.)**

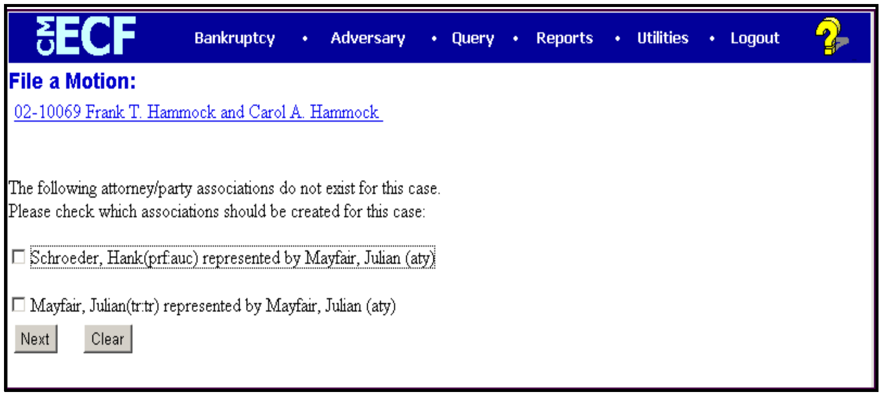

Figure 8

- In our exercise, Julian Mayfair does not represent Hank Schroeder or himself in this event.
- Click **[Next]**.

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

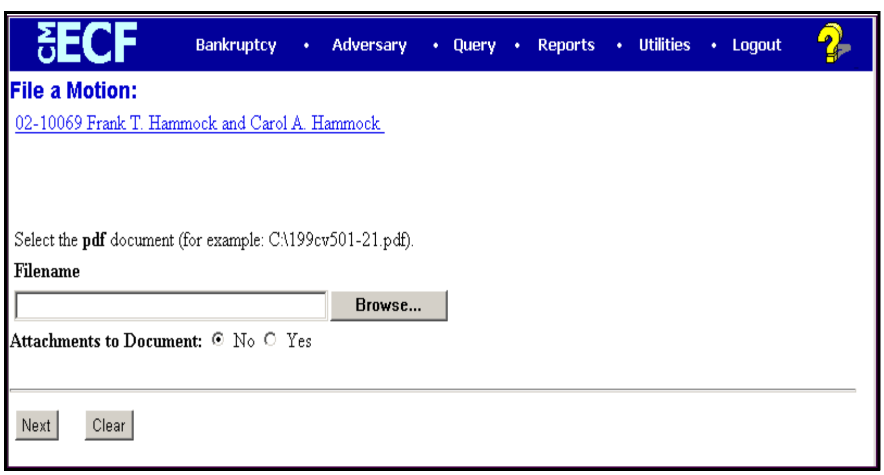

Figure 9a

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

- 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.)**

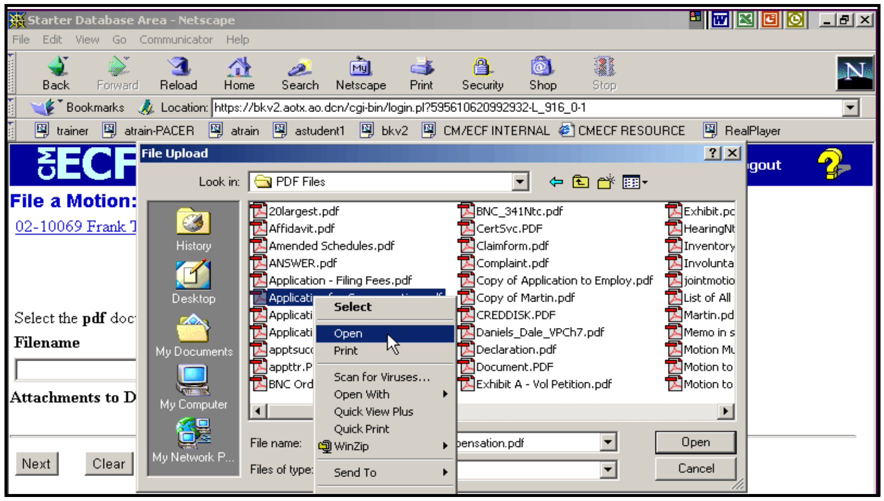

Figure 9b

- 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.)**

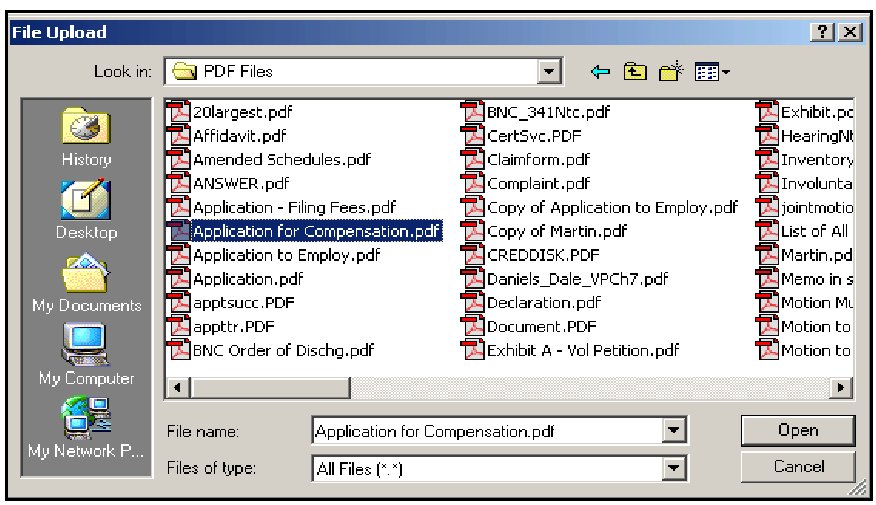

Figure 9c

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

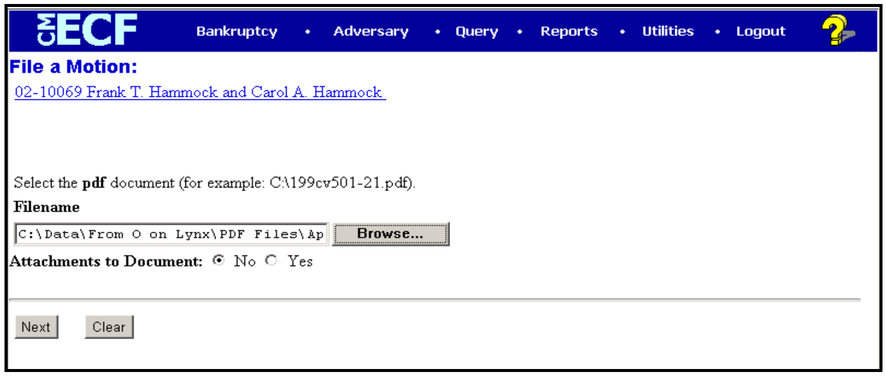

Figure 9d

- Click **[Next]**.

- A **CASE CONFIRMATION** screen appears with a hyperlink to the docket sheet if needed. **(See Figure 9e.)**

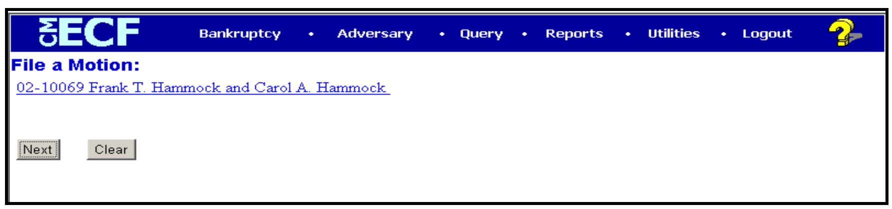

Figure 9e

- Click **[Next]**

STEP 10 The **FEE PROCESSING** screen appears with each party selected from the previous party pick list screen. **(See Figure 10a.)**

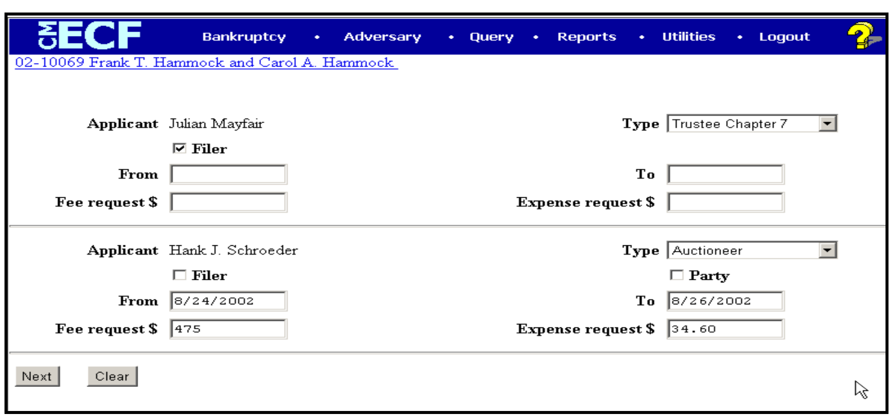

Figure 10a

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

- 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 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.

To summarize:

If the filer is...	**Then**
Trustee filing for compensation on behalf of another professional (See Figure 10a)	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)	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)	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.

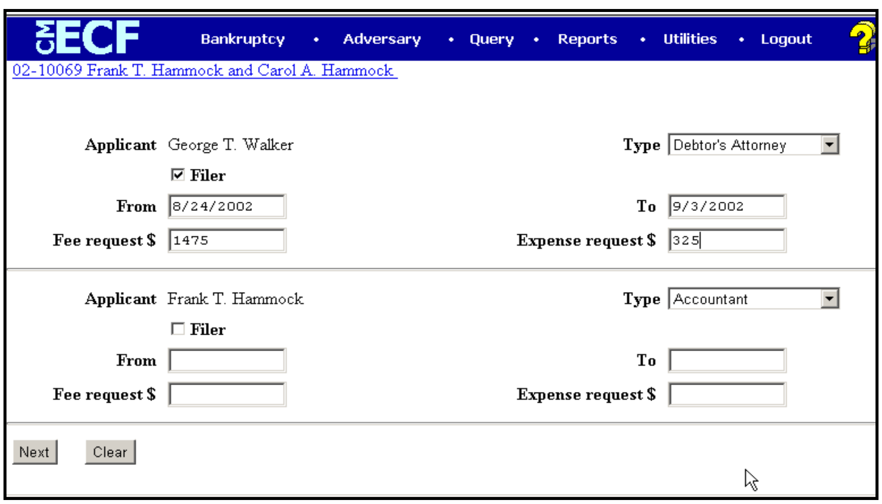

Figure 10b

NOTE: Leave debtor(s) record(s) blank.

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

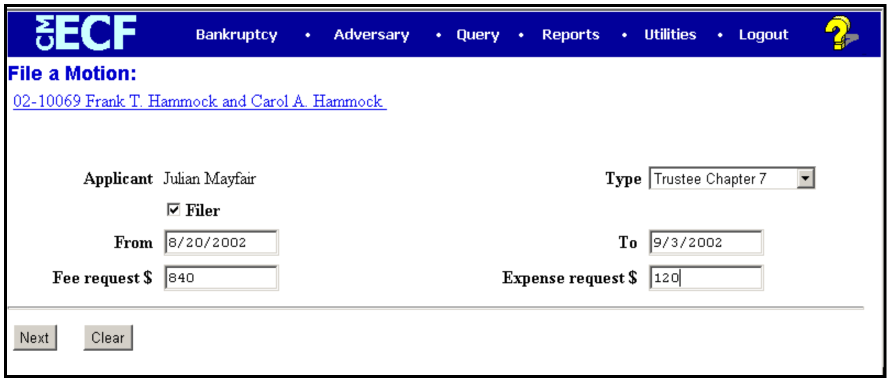

Figure 10c

◆ 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)**

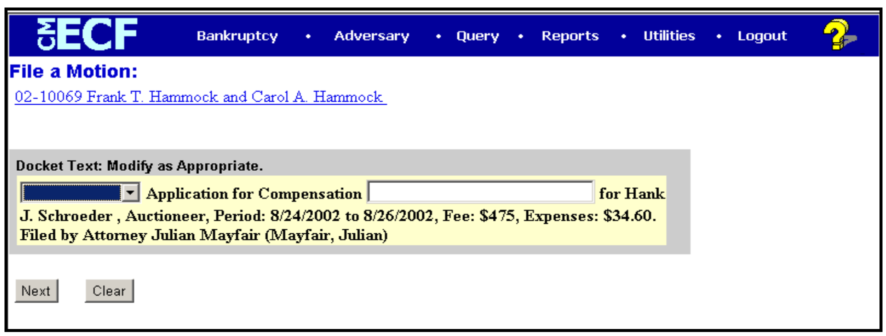

Figure 11

◆ Select **[Next]**.

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

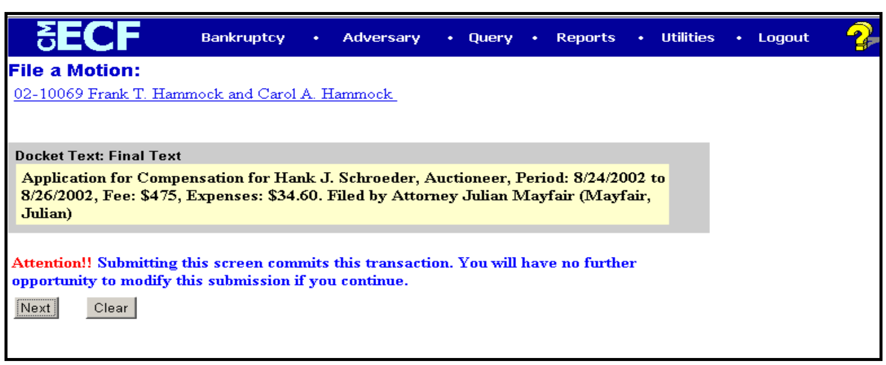

Figure 12

- Verify the final docket text. Read the **Attention!!** 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 13 The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. **(See Figure 13.)**

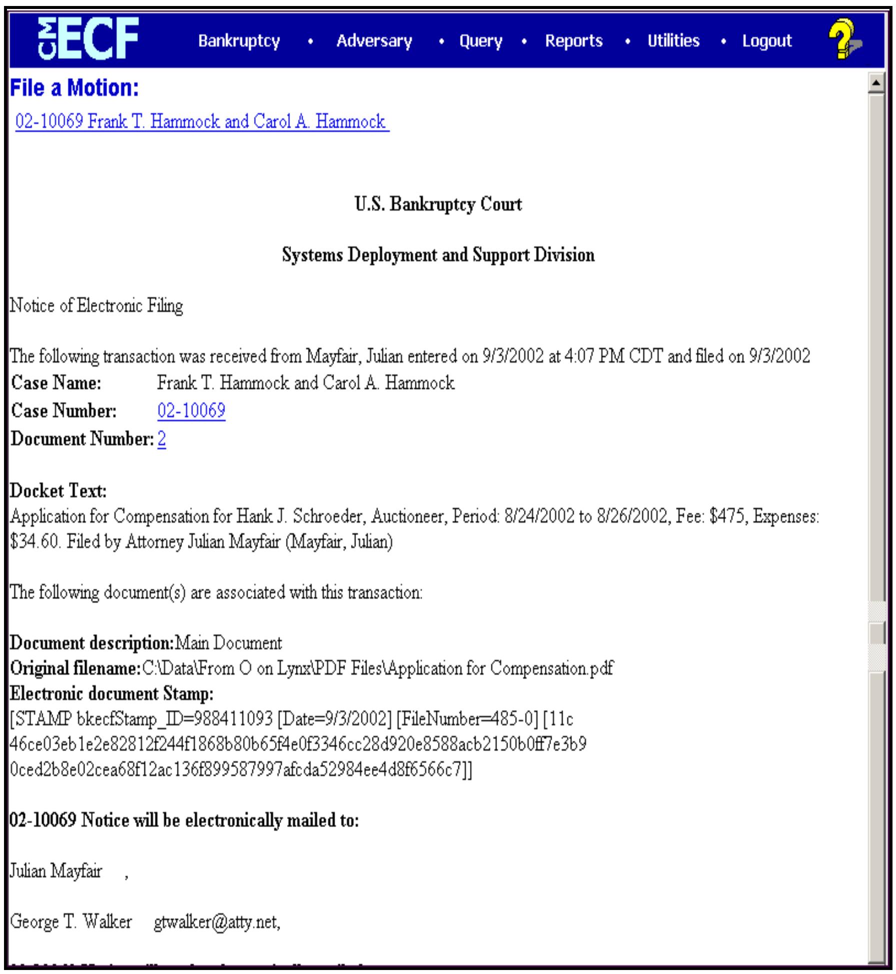

Figure 13

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present 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.