

Application To Employ For Trustees and 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 applications.

Internet users will access CM/ECF through PACER and will use two different sets of logins; 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.)

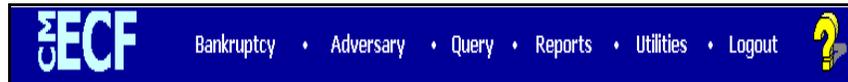


Figure 1

STEP 2 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** Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen 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 'File a Motion' title is displayed. The main area contains a 'Case Number' label and an input field containing '02-10069'. To the right of the input field, there is a hint: '99-12345, 1-99-blk-12345 or 1-99-blk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **MOTION EVENT SELECTION** screen is displayed. (See Figure 4.)



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 'File a Motion' title is displayed. The main area contains a link: '02-10069 Frank G. Hammock and Carol A. Hammock'. Below the link is a dropdown menu with the following options: 'Dismiss Party', 'Dismiss/Withdraw Document', 'Employ', 'Examination', 'Expediting Hearing', 'Extend Exclusivity Period', 'Extend Plan Payments', and 'Extend Time'. The 'Employ' option is selected and highlighted. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 4

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

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 be displayed. (See Figure 5.)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. A checkbox labeled 'Joint filing with other attorney(s)' is present and unchecked. Below the checkbox are two buttons: 'Next' and 'Clear'.

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.)

The screenshot shows the ECF interface with the same blue header and navigation links. The page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. Below the title, the text 'Select the Party:' is displayed. A dropdown menu is open, showing a list of parties: 'Carol A. Hammock [Joint Debtor]', 'Frank G. Hammock [Debtor]', and 'William W. Thompson [Trustee]'. The 'William W. Thompson [Trustee]' option is selected and highlighted. To the right of the dropdown is a link labeled 'Add/Create New Party'. Below the dropdown are two buttons: 'Next' and 'Clear'.

Figure 6

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

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear.
(See Figure 7.)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. 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 with the label 'Thompson, William(tr.tr) represented by Thompson, William (aty)'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 7

- ◆ This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)

The screenshot shows the ECF interface with the same blue header as Figure 7. The page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area contains the text: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this text is a 'Filename' label followed by a text input field and a 'Browse...' button. Underneath is the text 'Attachments to Document:' followed by radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 8a

- ◆ 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 8b.)

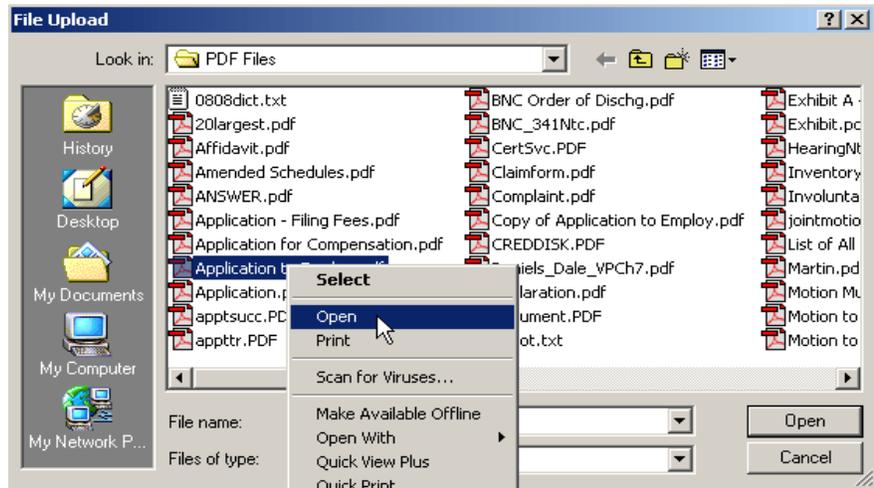


Figure 8b

- ◆ 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 8c.)

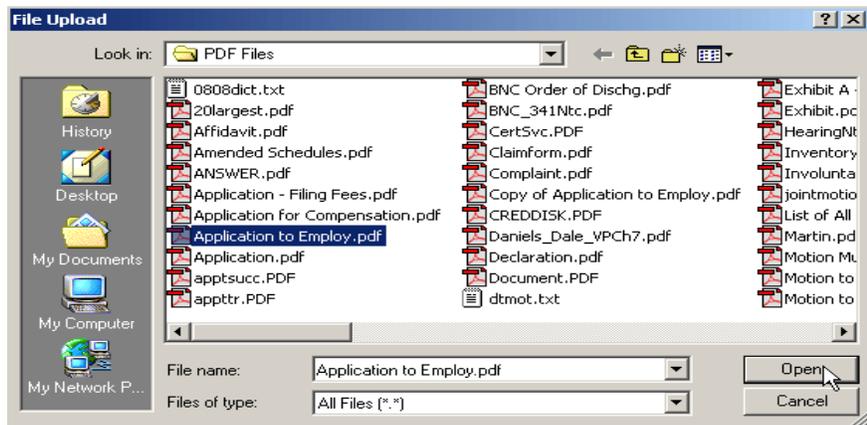


Figure 8c

- ◆ The path and name of the selected PDF file is placed in the **Filename** box. The file will be associated with the current event and a hyperlink will be created to it. (See Figure 8d.)



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/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 "02-10069 Frank G. Hammock and Carol A. Hammock". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this is a "Filename" label and a text input field containing the path "o:\ECF_Students\PDF Files\Applicati". To the right of the input field is a "Browse..." button. Below the input field is the "Attachments to Document:" label with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 8d

- ◆ There may be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 8d.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

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]** to continue with the attachment process.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 9.)

Figure 9

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “X” in the control box in the upper right hand corner.
2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. This will be court-specific.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

◆ Click **[Next]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next. (See Figure 10.)

Figure 10

◆ The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.

◆ Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will display a prefix box and a supplemental text box to add more detail to the docket text. (See Figure 11.)

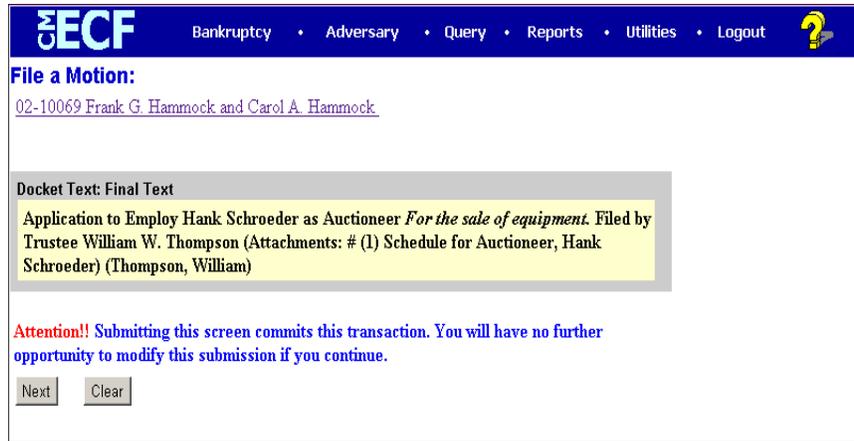
Figure 11

◆ Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.

◆ If necessary, add detail to the final text.

- ◆ Click **[Next]** to continue.

STEP 12 The **FINAL APPROVAL** screen will appear. (See Figure 12.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue 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 "02-10069 Frank G. Hammock and Carol A. Hammock". The main content area displays "Docket Text: Final Text" and a highlighted yellow box containing the text: "Application to Employ Hank Schroeder as Auctioneer *For the sale of equipment.* Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)". Below this, a red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form, 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 the browser **[Back]** button to find and correct the error(s) and then proceed with the event.
 - To abort or restart the transaction (at any time before final submission), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 13a.)

The screenshot shows the ECF Public Access to Electronic Records (PACER) login screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, there is a "File a Motion:" section with a hyperlink for case 02-10069 Frank G. Hammock and Carol A. Hammock. The main content area displays the following information:

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Thompson, William W. entered on 8/20/2002 at 3:37 PM CDT and filed on 8/20/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [2](#)

Docket Text:
Application to Employ Hank Schroeder as Auctioneer *For the sale of equipment*. Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)

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

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Application to Employ.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-0] [d9f5ecce2c58895cf39a6c25d0f131caa3c997bea766a1dd364aeac34e8f265ba7a2cabe7bf9794b627fd2a30641704f2981aabc60db60217e5abdc72889812]]

Document description:Schedule for Auctioneer, Hank Schroeder
Original filename:O:\ECF_Students\PDF Files\Supporting Document.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-1] [9944e3a926e4b6ba787ce682954673eb5fabfa07090ff6d08b4ad778a924dd1fe51889278c82a8fb502e5307e942da5248f5133739a9b9eb564ad0b754d91215]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
George T. Walker John_P_Walker@aotz.uscourts.gov

1:02-bk-10069 Notice will not be electronically mailed to:

Figure 13a

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the Public Access to Electronic Records (**PACER**) login screen.
- ◆ Clicking on the document number hyperlink will present the Public Access to Electronic Records (**PACER**) login screen.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?
- ◆ Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which in the Docket Sheet is a hyperlink to the PDF file of the attached document
- ◆ **Associated documents:**
 - ◆ Document description: Defaults to the Main Document being filed.
 - ◆ Original filename: Filer's full directory path from firm or court's PC or network.
 - ◆ Electronic document stamp: Unique identifying number of the document being filed. Used for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- ◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address to the court.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.

*****NOTE TO ATTORNEY/TRUSTEE USERS*****

You may view each filed **PDF** document once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

- ◆ Trustee and Attorneys will have access to the Notice of Electronic Filing when it is first generated. To print a copy of this notice click the browser **[Print]** icon. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the Public Access to Electronic Records (**PACER**) system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they will be accessing it through PACER using their PACER login name and password. (See Figure 13b.)

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

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 13b

NOTE: Users must already be registered with the PACER system in order to have a login and password. The PACER login and password must not be confused with the court assigned CM/ECF login and password that's used for filing.

- ◆ A Transaction Receipt is provided at the end of each report that is printed by the PACER user. This information displays the number of billable pages that was printed. (See Figure 13c.)

PACER Service Center			
Transaction Receipt			
08/22/2002 12:13:14			
PACER Login:	ao0055	Client Code:	
Description:	Docket Report	Case Number:	02-10069
Billable Pages:	1	Cost:	0.07

Figure 13c