

## Application For Compensation *For Attorneys and Trustees*

**BEFORE YOU BEGIN:** These instructions will guide you through docketing an Application for Compensation in a Chapter 7, 11, or 12 case. Applications for Compensation for Chapter 13 cases operate more similarly to any other motion and do not involve all of the screens listed in this section. For assistance in docketing an Application for Compensation in a Chapter 13 case, see the section regarding Motions.

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** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



**Figure 2**

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

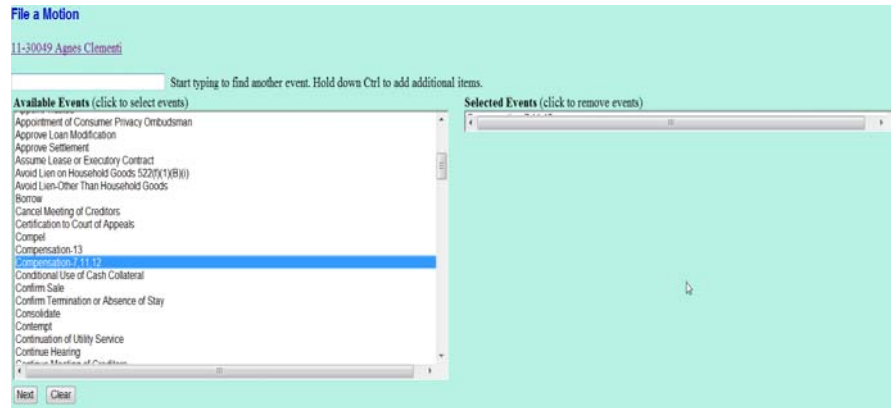
**STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See Figure 3.)

The screenshot shows a "File a Motion" screen with a light green background. A grey box labeled "Case Number" contains a text input field with the value "3:11-bk-30049". Below the input field are two buttons: "Next" and "Clear".

**Figure 3**

- ◆ Enter the case number in YY-NNNNN format and click **[Next]**.

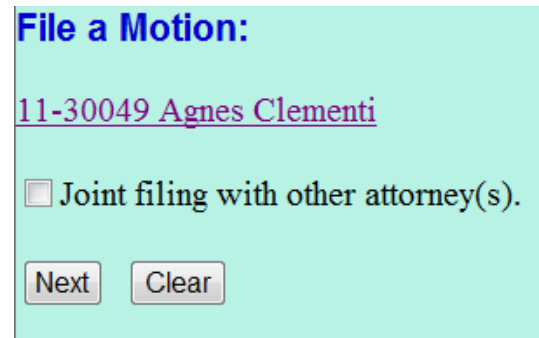
**STEP 4** Select the Compensation event from the **EVENT SELECTION** screen. (See Figure 4.)



**Figure 4**

- ◆ Type the name of the event in the field or scroll the list to display the events.
- ◆ Click to highlight, then click on the **[Next]** button to continue

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



**File a Motion:**

11-30049 Agnes Clementi

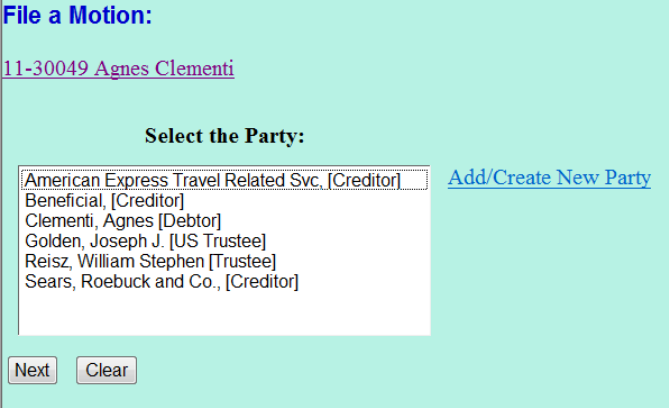
Joint filing with other attorney(s).

Next 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.)



**File a Motion:**

[11-30049 Agnes Clementi](#)

**Select the Party:**

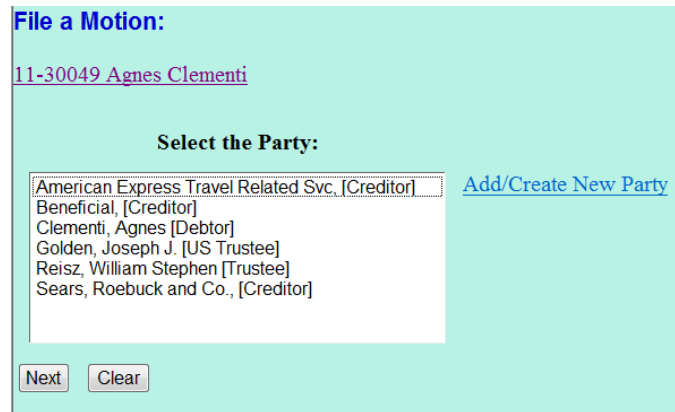
[Add/Create New Party](#)

Beneficial, [Creditor]  
Clementi, Agnes [Debtor]  
Golden, Joseph J. [US Trustee]  
Reisz, William Stephen [Trustee]  
Sears, Roebuck and Co., [Creditor]

**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).



**File a Motion:**

[11-30049 Agnes Clementi](#)

**Select the Party:**

American Express Travel Related Svc. [Creditor] [Add/Create New Party](#)

Beneficial, [Creditor]

Clementi, Agnes [Debtor]

Golden, Joseph J. [US Trustee]

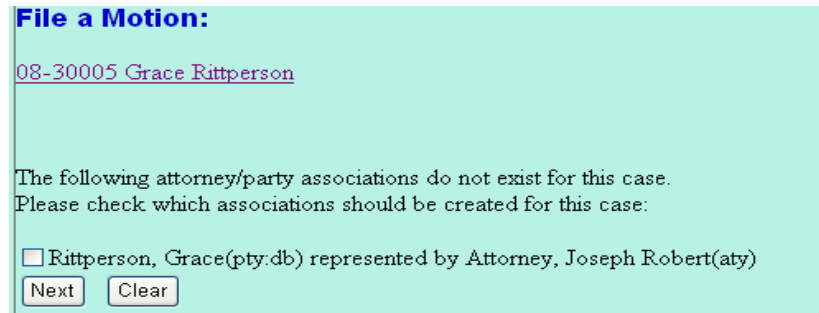
Reisz, William Stephen [Trustee]

Sears, Roebuck and Co., [Creditor]

**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).



**File a Motion:**  
08-30005 Grace Rittperson

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

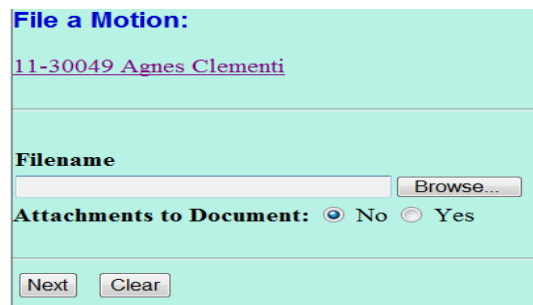
Rittperson, Grace(pty.db) represented by Attorney, Joseph Robert(aty)

Next Clear

**Figure 8**

- ◆ Click **[Next]**.

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



**File a Motion:**  
11-30049 Agnes Clementi

Filename  Browse...

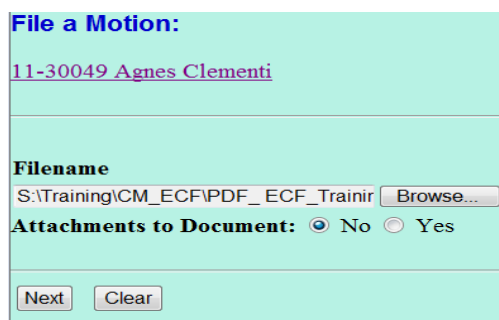
Attachments to Document:  No  Yes

Next Clear

**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**

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



The screenshot shows a web form titled "File a Motion:". Below the title is a link "11-30049 Agnes Clementi". The form has a "Filename" section with a text input field containing "S:\Training\CM\_ECF\PDF\_ECF\_Trainir" and a "Browse..." button. Below this is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

**Figure 9b**

- ◆ 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 a web form titled "File a Motion:" with a case number "11-30049 Agnes Clementi". It contains two sections for applicant information:

- Applicant S M Craven:** Includes a checked "Filer" checkbox, a "Type" dropdown menu set to "Debtor's Attorney", and input fields for "From", "To", "Fee request \$", and "Expense request \$".
- Applicant Agnes Clementi:** Includes an unchecked "Filer" checkbox, a "Type" dropdown menu, and input fields for "From", "To", "Fee request \$", and "Expense request \$".

At the bottom of the form are "Next" and "Clear" buttons.

**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.

- ◆ 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)	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.

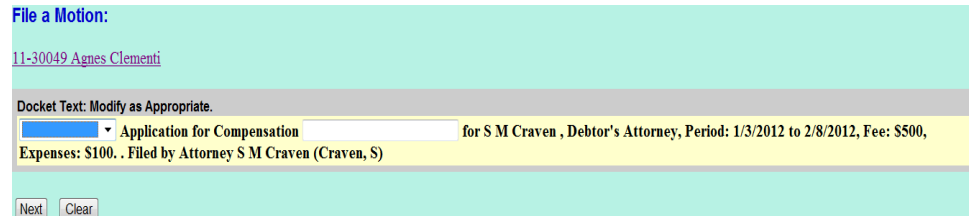
The screenshot shows a web interface titled "File a Motion:". Below the title, there is a link "11-30049 Agnes Clementi". The main area contains two sections for entering applicant information. The first section is for "Applicant S M Craven" with a "Type" dropdown menu set to "Debtor's Attorney". It includes a "Filter" checkbox, "From" and "To" date fields (with "1/3/2012" and "2/8/2012" entered), and "Fee request \$" and "Expense request \$" fields (with "500" and "100" entered). The second section is for "Applicant Agnes Clementi" and is partially filled out. At the bottom left, there are "Next" and "Clear" buttons.

Figure 10b

**NOTE:** If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked.

- ◆ 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)

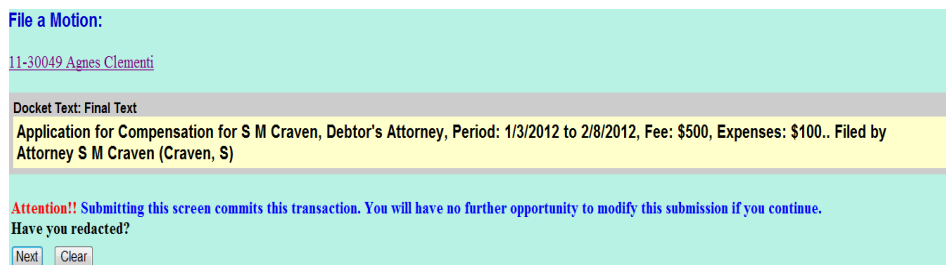


The screenshot shows a web interface for filing a motion. At the top, it says "File a Motion:" in blue. Below that is a link "11-30049 Agnes Clementi". A grey bar contains the text "Docket Text: Modify as Appropriate." Below this is a yellow highlighted area containing a dropdown menu with a blue arrow pointing down, followed by the text "Application for Compensation" and a text input field. To the right of the input field is the text "for S M Craven , Debtor's Attorney, Period: 1/3/2012 to 2/8/2012, Fee: \$500, Expenses: \$100. . Filed by Attorney S M Craven (Craven, S)". At the bottom of the form 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 a web interface for filing a motion. At the top, it says 'File a Motion:' followed by a link '11-30049 Agnes Clementi'. Below that, a grey box contains the text 'Docket Text: Final Text'. A yellow box highlights the docket text: 'Application for Compensation for S M Craven, Debtor's Attorney, Period: 1/3/2012 to 2/8/2012, Fee: \$500, Expenses: \$100.. Filed by Attorney S M Craven (Craven, S)'. Below the yellow box, a red warning message reads: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. At the bottom, there are two buttons: 'Next' and 'Clear'.

**Figure 12**

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ 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**.
- ◆ If correct, click **[Next]**.