

Application for Compensation

NOTE: If this Is a Final Application for Compensation in a Chapter 7 or 11 Case, file as a Claim.

- STEP 1.** Click on Bankruptcy on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Confirm the debtor name(s) and case number are correct.
- Select **Compensation** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.

File a Motion:
04-30165-tmb7 ABC Partners

When adding parties represented by counsel, select or add a record without the party address. Remember to change the role type.

Select the Party:

- ABC Partners, [Debtor]
- ABC Partners, [Accountant]
- Burnside Bank, [Creditor]
- Couch Street Express, [Creditor]
- Creditor, John Doe [Creditor]
- Dunsing, Emma M [Creditor]
- Pumpkineater, Peter [Creditor]
- Relative, Leslie [Creditor]

[Add/Create New Party](#)

Next Clear

Figure 1

- 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 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 in 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.
- The **Party Selection** screen will then list all professionals required for this filing. Select the appropriate parties. (**See Figure 1**).
- Click **Next**.

STEP 6. The **Attorney/Party Association** screen may appear. This screen presents a check box to establish the party/attorney association. If the attorney does not represent the professional, do not check the box.

STEP 7. In Chapter 7 and Chapter 11 cases, a **Warning** screen may display. **If this is a FINAL Application for Compensation, File as a Claim.**

- If Chapter 7 or Chapter 11 AND Final Application for Compensation, do not continue. The Final Application for Compensation must be registered as a claim.
- If NOT a Final Application for Compensation, click **Next**.

STEP 8. If an Interim Report has not been filed, the following message displays:
 “There is not Interim Report on file in this case, therefore you may not proceed with the filing of this application.”

STEP 9. If this is a Chapter 7 or 11 matter, you will be asked if this is regarding interim compensation. If this is a Chapter 12 matter, you will be asked if this is regarding an application for supplemental compensation?

- Choose yes or no as appropriate. (Note: When yes is selected, Step 11 of these procedures will not display and you will continue with Step 12.)

- Click **Next**.

NOTE: If this is a Chapter 12 case, and **yes** was selected in **STEP 9**, the following reminder will display: You must file a single pdf in the following order: LBF#s 1214.5 and 1214.

STEP 10. Select the appropriate event(s) to which your event relates.

- Click **Next**.

STEP 11. A **Case Verification** screen appears. Confirm correct case number and name.

- Click **Next**.

STEP 12. The **Fee Processing** screen displays with each party selected from the previous party selection screen. (See **Figure 2**).

- Check the **Filer** designation box found under the filer's name. (See **Figure 2**).
- The professional **Type** must be selected for the applicant's role in the case.
- Enter the date range for services performed.
- Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.
- Does this filing include an affidavit, declaration or certification? Select **Yes** or **No**.

NOTE: When filing as counsel for debtor(s) or creditor, the party represented will also appear on the **Fee Processing** screen. To proceed you must change the **Type** for each party being represented to **Unknown/None**. After **STEP 12** is completed, and you click next, reminder pop-ups will display letting you know that you have not entered fee amounts. Click **OK** for each reminder to continue.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout  	
File a Motion: 04-30165-tmb7 ABC Partners	
Applicant Rick Attorney <input checked="" type="checkbox"/> Filer From <input type="text"/> Fee request \$ <input type="text"/>	Type Debtor's Attorney To <input type="text"/> Expense request \$ <input type="text"/>
Applicant ABC Partners <input type="checkbox"/> Filer From <input type="text"/> Fee request \$ 300.00	Type Accountant To <input type="text"/> Expense request \$ 25.99
Does this filing include an affidavit, declaration or certification? NOTE: Memoranda need to be filed separately. <input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 2

- Click Next.
- The following **Warning** messages may appear if:
 - The Filer box is not selected:
 - Warning: You have not selected the Filer of the motion/application, are you sure you want to continue?
 - Click **Cancel**.
 - Click on the **Filer** box.
 - The Fee request and Expense request are left blank for any applicant listed. For example, the debtors if the application is for the debtors' attorney:
 - You have not entered an Amount for the Fee, for applicant (name of applicant), are you sure you want to continue?
 - Click on **OK** if Fee request is to be left blank. Click on **Cancel** if Fee request is to be filled in.

- You have not entered an Amount for the Expense, for applicant (name of applicant), are you sure you want to continue?
- Click on **OK** if Expense request is to be left blank. Click on **Cancel** if Expense request to be filled in.
- The Fee and Expense warnings will display for each applicant where the Fee request and Expense request fields have been left blank.

STEP 13. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 14. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any extra information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 15. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 16. The **Notice of Electronic Filing** screen displays.