

Application for Compensation

This procedure should only be used for interim applications for compensation. Final applications for compensation in Chapter 7 and 11 cases must be filed as claims.

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-NNNNNN 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.

- Select the person(s) to be compensated.
- If the person to be paid is not listed, add/create new party.
- Click **Next**.

STEP 6. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 7. A case verification screen displays.

- Click **Next**.

STEP 8. An application screen displays.

- The filer box should be checked for the person actually filing the application.

- For the person to be paid, use the drop down list to select the type of person(s) to be compensated.
- For the person to be paid, complete the **From/To** field.
- For the person to be paid, fill in the appropriate fee and expense requests.
- Click **Next**.

STEP 9. 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 or leave blank.
- Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

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

STEP 11. The **Notice of Electronic Filing** screen displays.