

Motion to Employ

- 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(s) name and case number are correct.
- Select **Employ** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** Read the instructions for the **Add Party Screen**
- Click **Next**.
- STEP 7.** If appropriate, add party.
- Click **End party selection**.
- STEP 8.** Enter the name of the person to be employed.
- Click **Next**.
- STEP 9.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

STEP 10. 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 11. The **Docket Text: Final Text** screen displays.

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

STEP 12. The **Notice of Electronic Filing** screen displays.