

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.** A case verification screen displays.
- Click **Next**.
- STEP 7.** **Does this filing include an affidavit, declaration, certification brief or memorandum?**
- Select the appropriate answer.
 - Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- 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 and/or use the free text box (up to 30 characters) to add important information or leave both 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.