

ATTORNEY -- Quick Reference Guide

Application for Compensation

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Motions/Applications
3	Enter the case number - click NEXT
4	Select Compensation from the event type list - click NEXT
5	Select Debtor as party filer - click NEXT NOTE: If you are filing an application for compensation for someone other than yourself, please see the Note section under step 10.
6	At the Hearing Information Screen - click NEXT NOTE: If case is a Chapter 11 this information will be required.
7	The PDF Document Selection screen displays. Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. <i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i>
8	Attachments to Document select YES to attach the Hearing Notice and Proposed Order - click NEXT
9	Click BROWSE on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the Hearing notice you wish to attach. Under Type - select Hearing Notice Click Add to List Click BROWSE again to attach the Proposed order Under Type - select Proposed Order Click Add to List Click NEXT Click NEXT at the File a Motion screen

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<p>10</p>	<p>This screen will display fields to be completed for payment to the appropriate party. The Attorney will appear in the first section at the top of the screen. This is where the attorney will be completing the text boxes for his/her fees and expenses.</p> <ul style="list-style-type: none"> • Select the appropriate party type from the type drop down menu. ex. Debtor's Attorney • The filer box will be checked indicating the attorney is the filer. • Fill in the From and To Boxes, which refer to the dates of service for the party receiving payment. • Insert Fees and Expenses in the appropriate boxes. NOTE: If either fees or expenses are not being requested, please insert 0.00 in the box. <p>The debtor will appear in the next section - change Type to Unknown/None. Click NEXT</p> <ul style="list-style-type: none"> • A message appears stating you have not entered an amount for the Fee, for the applicant, are you sure you want to continue? Click - OK • The above message appears again regarding an amount for expenses - Click - OK <p>NOTE: If the attorney is filing an application for compensation on behalf of the debtor for another professional, such as a broker, that professional will need to be added as a party filer and selected along with the debtor. At the attorney/party association screen do not check the box - click NEXT. Under the Attorney for debtor section Remove the check mark on Filer and Change Type to Debtor's Attorney. Under the Professional seeking payment section Change Type to the appropriate selection for the professional requesting payment - Add the From and To information and the Fee and Expense requested. Under the Debtor section Check the Filer box and Change Type to Unknown/None.</p>
<p>11</p>	<p>At the Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed - click NEXT</p>
<p>12</p>	<p>Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event</p>
<p>13</p>	<p>The Notice of Electronic Filing screen appears and your transaction is complete.</p>