

ATTORNEY -- Quick Reference Guide

Application To Employ

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Motions/Applications
3	Enter the case number - click NEXT
4	Select Employ from the event type list - click NEXT
5	Select Debtor as party filer - click NEXT
6	At the Hearing Information Screen - click NEXT
7	<p>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.</p> <p><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></p>
8	Attachments to Document select YES to attach Proposed Order - click NEXT
9	<p>Click BROWSE on the select one or more attachments Screen to Launch the adobe Acrobat Reader. Locate and Verify the order you wish to attach.</p> <p>Under Type - select Proposed Order</p> <p>Click Add To List</p> <p>Click NEXT</p>
10	Enter Name of Person to be Employed and Type of Position - click NEXT
11	At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT
12	<p>Verify AGAIN that the Final Docket Text is correct -</p> <p>If correct - click NEXT</p> <p>If incorrect - click the browser BACK button until you find the error(s) and proceed with the event</p>
13	The Notice of Electronic Filing screen appears and your transaction is complete.