

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	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	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 11.
7	At the Hearing Information Screen - click NEXT NOTE: If case is a Chapter11 this information will be required.
8	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry.
9	Attachments to Document select YES to attach Proposed Order - click NEXT
10	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. Under Type - select Proposed Order Click Add to List Click NEXT

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<p>11</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> <p>C Select the appropriate party type from the type drop down menu. ex. Debtor's Attorney</p> <p>C The filer box will be checked indicating the attorney is the filer.</p> <p>C Fill in the From and To Boxes, which refer to the dates of service for the party receiving payment.</p> <p>C 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> <p>The debtor will appear in the next section - nothing needs to be entered or changed in this section. Click NEXT</p> <p>C 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</p> <p>C The above message appears again regarding an amount for expenses - Click - OK</p> <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. The filer box would be checked under the debtor information and the payment information would be added under the professional seeking payment. Change the type box to the appropriate party for the professional requesting payment.</p>
<p>12</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>13</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>14</p>	<p>The Notice of Electronic Filing screen appears and your transaction is complete.</p>