

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	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	Select Debtor as party filer - click NEXT
7	At the Hearing Information Screen - click NEXT
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
11	Enter Name of Person to be Employed and Type of Position - click NEXT
12	At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT
13	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
14	The Notice of Electronic Filing screen appears and your transaction is complete.