

ATTORNEY – Quick Reference Guide

Application to Employ

Step	Action
1	Click on the 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	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 – click Open to attach the correct PDF. Attachments to Document select Yes to attach the Proposed Order - click NEXT . NOTE: To view the document before selecting, right click on the highlighted filename and click open.
8	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
9	Enter Name of Person to be Employed and Type of Position – click NEXT
10	At the Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed – click NEXT
11	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
12	The Notice of Electronic Filing screen appears and your transaction is complete