

ATTORNEY – Quick Reference Guide

Application for Compensation

Step	Action
1	Click on the 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	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. Change Attachments to Document to Yes - click NEXT to attach the Hearing Notice and Proposed order. 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 Hearing notice you wish to attach - click Open to attach the correct PDF. Under Category - select Hearing Notice Click Add to List Click Browse again to attach the Proposed order Under Category – select Proposed Order Click Add to List Click NEXT
9	Click Next at the blank screen

ATTORNEY – Quick Reference Guide

10	<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>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 • If this a joint case the same two messages will appear for the joint debtor. <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 uncheck the box – click NEXT. Under the Attorney for debtor section Remove the check mark from the Filer box. 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.</p>
11	<p>At the Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed – click NEXT</p>
12	<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>
13	<p>The Notice of Electronic Filing screen appears and your transaction is complete</p>