

United States Bankruptcy Court – District of Maine

CM/ECF Filing Reference Guide

Application for Compensation

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Motions/Applications
3.	Enter the case number Select NEXT
4.	Select NEXT .
5.	From the Events list choose Compensation Select NEXT
6.	<p>From the party listing either:</p> <p>(A) Select the party requesting reimbursement of fees and expense</p> <p>Select NEXT and move on to step 7</p> <p>OR</p> <p>(B) Add/Create New Party</p> <p>Fill in the requested information</p> <p>Select SEARCH</p> <p>If your party is found in the search results, select the name.</p> <p>If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role.”</p> <p>Select SUBMIT</p> <p>From the party listing make a selection.</p> <p>Select NEXT</p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</p>

7.	<p>ONLY COMPLETE THE NEXT SCREEN IF YOU ARE FILING THE HEARING NOTICE WITH THIS MOTION. If the hearing notice is not included with this filing please skip the next screen.</p> <p>ONLY COMPLETE THE NEXT SCREEN IF YOU ARE NOTICING THE HEARING ON COMPENSATION. If it is the clerk's office responsibility for noticing the hearing on confirmation (Chapter 7's, 12's and 13's) please skip the next screen. Also, only complete this screen if you are filing the notice of hearing with this filing.</p> <p>Select NEXT</p>
8.	<p>IF:</p> <ul style="list-style-type: none"> • The case is a chapter 7, 12 or 13 the application is noticed for hearing by the Clerk's office, bypass the Hearing Information screen. • The case is a chapter 11 the application is noticed for hearing by the movant and the Hearing Date/Time/Location and Objection due date must be filled in. <p>Select NEXT</p>
9.	<p>This screen allows you to browse your system to attach the PDF of the application for compensation.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN</p> <ul style="list-style-type: none"> • In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the application for compensation.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is the correct document select OPEN.</p> <p>(2) Select a "Category" (optional) and/or fill in the "Description" field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the application for compensation</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and</p>

	<p>return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 10</p>
10.	Select NEXT
11.	<p>This screen displays fields to be completed for payment to the appropriate party</p> <ul style="list-style-type: none"> Choose the correct party requesting compensation by marking the Filer box Choose the appropriate party type from the Type drop down menu (i.e., Debtor's Attorney, Accountant, Appraiser) Fill in the From and To boxes, which refer to the dates of services rendered for the party requesting compensation Insert Fee and Expense requests in the appropriate boxes. NOTE: If either fees or expenses are not being requested, insert 0.00 in the box. No information is required to be entered where the debtor's name appears on the screen. Select NEXT. Warning messages appear stating you have not entered an "Amount for the Fee" and "Amount for the Expense" for the applicants not requesting fees at this time--are you sure you want to continue? Select OK. The above message appears again regarding an amount for expenses. Select OK.
12.	<p>This screen serves as the last chance to verify that the Docket Text: Modify as appropriate is correct. Using the dialogue boxes, make any necessary modifications. If correct,</p> <p>Select NEXT</p>
13.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT – the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</p>
14.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete.</p>

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